

# SHENANDOAH APPLE BLOSSOM FESTIVAL®

## EVENT OPERATIONS COORDINATOR

### **ABOUT THE JOB**

The Shenandoah Apple Blossom Festival® is recruiting an experienced Event Operations Coordinator to work with the Executive Director, board, staff and volunteers in planning and executing a series of over 50 community events each year. If you thrive in a fun, fast-paced work environment, are a creative problem-solver, and enjoy multi-tasking, then we want you!

### **RESPONSIBILITIES**

The Event Operations Coordinator reports directly to the Festival's Executive Director and assists with the following:

- Plan, develop and oversee events ensuring resources are available to run smoothly.
- Prepare and manage event budgets. Analyze data and make recommendations to the Executive Director and event chairs.
- Research entertainment and talent for events.
- Actively recruit new volunteers by networking in the community.
- Research event venues and catering.
- Research food and game vendors.
- Manage event ticketing software system and develop routine reports.
- Secure local permits and licenses
- Collaborate with the marketing team to promote Festival events through social media, website, print, television, radio, and email marketing.
- Present effective event proposals and ideas to Festival board, volunteers, and strategic partners.

### **DESIRED QUALIFICATIONS**

Education and experience equivalent to:

- Bachelor's Degree in Sports Management, Tourism and Event Management, Business, Hospitality Management, Marketing and Communications, or Public Relations.
- 2+ years of experience in strategic event planning with a demonstrated ability of improving, enhancing and innovating events, bringing new ideas to the table.
- Proactive approach to handling and troubleshooting issues.
- Strong organizational skills with an excellent eye for detail.
- Creative thinking and problem solving.
- Strong collaboration skills and ability to work well with staff, board members, volunteers, and the community.
- Ability to communicate clearly and efficiently with a wide variety of audiences.
- Comprehensive skills in Microsoft Office and Adobe Suite.
- Working a flexible schedule including working some nights and weekends, especially during the 10-day Festival.

### **BENEFITS**

- Paid time off - 33 Paid days off per year including vacation, sick days, and holidays.

The Shenandoah Apple Blossom Festival® is an Equal Opportunity Employer - We prohibit discrimination and harassment of any kind based on race, color, sex, religion, sexual orientation, national origin, disability, genetic information, pregnancy, or any other protected characteristic as outlined by federal, state, or local laws.