LAKE COUNTY FOREST PRESERVE DISTRICT

**EVENT OPERATIONS MANAGER**

The Event Operations Manager is responsible for contract management and sales strategies relating to operation of the Greenbelt Cultural Center, the banquet/rental operation of ThunderHawk Golf Course and Independence Grove’s Beer Gard and North Bay Pavilion. Develops strategies to maximize event sales and to cultivate relationships with corporate clientele. Develops and implements a comprehensive strategic plan in concert with the District Public Affairs division in order to maximize exposure in the social and corporate event planning fields. Oversees the District’s Special Use Permit Program as well as District Special Event, such as the Summer Concert Series and Gospel Fest. Reports to the Chief of Business Development. Supervises full and part-time staff. May serve as Acting Chief of Business Development.

**ESSENTIAL FUNCTIONS**

1. Performs recruitment, supervision, evaluation and training of staff.
2. Develops and executes an ongoing strategy for promoting sales of the banquet spaces at Greenbelt Cultural Center, Independence Grove and ThunderHawk.
3. Manages relationships with local corporate clients, striving to maximize facilities exposure as a banquet/meeting space.
4. Responsible for contract management, programming, and sales strategies relating to operation of the Beer Garden and Independence Grove’s North Bay Pavilion. Manages the communication of the event schedules with District staff and Independence Grove catering licensee.
5. Works directly with clients to plan and facilitate events.
6. Prepares contracts, manages transactions and prepares room floorplans using event planning software.
7. Directs the planning of, contracts, marketing, and execution of Concerts in the Plaza at Independence Grove and other District Special Events. Manages the Special Use Permitting Program.
8. Maintains financial files for the facility according to District procedures.
9. Works with facility vendors in order to manage building systems.
10. Collaborate with the District’s Public Affairs Staff on Facility Marketing Plans including Social Media.
11. Performs tasks that will require walking, lifting, bending, stooping, standing, kneeling, climbing, reaching and sitting.
12. Drives a motorized vehicle to travel to different locations.
13. Performs lifting tasks up to 50 pounds.

**MARGINAL FUNCTION**

1. Assists from time to time with events and programs at Independence Grove or other District locations.
2. Coordinates District Events.

**QUALIFICATIONS**

1. Associates’ degree in Business, Communications, Marketing or related field.
2. Five years’ experience in event sales. One-year supervisory experience.
3. Bi-lingual (English/Spanish) preferred.
4. Must possess strong skills in conveying ideas and concepts in writing or orally. Strong capabilities in coordinating the collective efforts of staff to meet the facility goals and objectives.
5. Knowledge of Sales, Promotions, Marketing and Social Media.
6. Strong knowledge of Microsoft Office Suite.
7. Must possess a valid driver’s license.

**PSYCHOLOGICAL CONSIDERATIONS**

1. Must have the ability to work around general population in public area and deal with people under stressful situations.

2. Must be available for calls outside of normal working hours in the event of emergency.

**PHYSIOLOGICAL CONSIDERATIONS**

1. Required to frequently work evening and weekend hours.

2. Ability to climb, stoop, bend, reach, walk, sit, kneel, or stand for long periods of time.

3. Ability to drive motorized vehicle.

4. Ability to lift up to 50 pounds.

# COGNITIVE CONSIDERATIONS

1. Interpersonal skills necessary to establish and maintain positive and effective working relationships with staff, customers, private organizations and the general public.
2. Ability to make decisions in accordance with established policies and procedures.
3. May be required to respond to emergencies.

**ENVIRONMENTAL CONDITIONS**

1. Performs work on a computer. These conditions include lighting, work surface height, work area and seating.

2. Performs activities indoors. These conditions include lighting and temperature.

3. Performs activities outdoors in various conditions in preparation of and during events.

The above is intended to describe the general content of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities or requirements.

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