



Recreation and Events Specialist

POSTED ON SEPTEMBER 30, 2021 AND WILL REMAIN OPEN UNTIL FILLED.

Overview:

The Village of Antioch is a community of approximately 15,000 people and is located on the Illinois-Wisconsin border halfway between Milwaukee and Chicago at the northwest corner of Lake County.

The Village of Antioch is seeking a qualified, and team-oriented applicant for the position of Recreation and Events Specialist. Under the supervision of the Director of Parks and Recreation, the Recreation and Events Specialist is responsible for organizing the logistics and management of major special events for the Village of Antioch.

The Recreation and Events Specialist plans, organizes, attends, manages, and executes special events from conception to completion including establishing a budget for each event. The position is responsible for coordinating and communicating event logistics with all Village departments, community organizations, and volunteers to ensure a safe, successful execution of Village-sponsored special events. The Recreation and Events Specialist works with internal and external partners to promote and ensure entertaining and efficient Village events, secures sponsors and donors for events and programs, and coordinates calendars to ensure there are no conflicts with other major community events. General duties will include evaluation of the event process, proposal and implementation of new special events, and creation of event resumes. The position will attend and/or lead meetings as needed to discuss various events, coordinate staff and volunteers working on events, and obtain necessary contractor permits and certificates of insurance for each event. The position is also responsible for assisting with other Parks Department functions such as camps, programs, registration and customer service.

Qualified applicants will develop and maintain a positive community image, provide exceptional guest services, and maintain safe working conditions. Knowledge of planning and implementing major community events and festivals, and supervising and coordinating workflow of event staff, vendors and contractors is needed to be successful in the position.

The nature of this position requires a flexible schedule and the ability to work nights and weekends.

Qualifications:

High school diploma required. Minimum three (3) years experience in Community Event Management preferred. Bachelor's degree in business, communications, event or facility management or related field preferred. Any equivalent combination of education, training, and experience that provides the requisite knowledge, skills and abilities necessary to perform the essential job functions of this position.

Salary & Benefits:

The hourly range begins at \$17.94 + DOQ. An excellent benefits package is available.

How to Apply:

Interested applicants should submit a completed application (available on our website); cover letter, resume, writing sample, and three work-related references to:

Village of Antioch
Attn: Lori Romine, Human Resources
874 Main St
Antioch, IL 60002
Or email to:

lromine@antioch.il.gov

Equal Opportunity Employer:

The Village of Antioch provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.