

# Special Event Supervisor

POSTED ON MAY 9, 2025 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 hosts highly-visible community events and themed celebrations of various sizes all year long including a summer concert series, farmer's market, parades and wine walks, bringing thousands of visitors and residents into our community each year.

The Village of Antioch is seeking a qualified, team-oriented and highly detailed applicant for the position of Special Event Supervisor. Under the supervision of the Director of Parks and Recreation, the Special Event Supervisor is responsible for organizing the logistics and management of major special events for the Village of Antioch, ensuring they meet community needs and interests.

The Special Event Supervisor 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 Special Event Supervisor 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. 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 leading and coordinating the development of the seasonal program guide and assisting with other Parks and Recreation Department functions such as camps, programs, registration and customer service as necessary.

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, weekends and holidays. *A full position description is available upon request.*

## **Qualifications:**

High school diploma and a minimum of one (1) year experience in Event Management required. Bachelor's degree in Recreation Management, Event Management or related field preferred. Prior supervisory experience 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 annual salary range for this full-time exempt position is \$57,810-\$70,198 DOQ. An excellent benefits package is available including health, dental, life and IMRF benefits, which can be found on the job openings page of the website:

<https://www.antioch.il.gov/job-openings/>

## **How to Apply:**

Interested applicants should submit a completed application (available on our website); cover letter, resume, writing sample providing a description of a community-wide special event (no more than 150 words), 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](mailto:lromine@antioch.il.gov)

Applications will be reviewed as they are received. Interviews for qualified candidates will be scheduled immediately.

## **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.