

<b>Franklin, Virginia</b>	
<b>Title: Event Support Staff (Part-Time)</b>	
<b>Status: Non-Exempt</b>	

### **Summary Objective**

The Event Support Staff will be responsible for operational assistance with set up and break down of equipment for a variety of events in the City of Franklin. They will handle all aspects of coordinating Wednesday, Saturday, and specialty Farmers Markets. They will work directly with vendors, sponsors, nonprofits, and entertainers to provide the best experience for event attendees.

This position works under general supervision of the Tourism Manager.

### **Essential Functions**

**The essential functions listed below are those that represent the majority of the time spent working in this position. Management may assign additional functions related to the type of work of the position as necessary.**

- Manage all vendor applications, communications, scheduling, inspections, and reporting.
- Distributes information and answer questions from visitors and the public about upcoming events, tourism businesses and attractions.
- Responds to public inquiries and provides information and tours.
- Recruit and select vendors, collect registration/license fees, and assist applicants through the registration process as needed.
- Assist with organizing brochure display and ensures reception area is neat and welcoming.
- Identifies potential events to bring to the Tourism Manager.
- Must be onsite and accessible to vendors and patrons on event days/during event hours.
- Ensure vendors understand and comply with City and Farmer Market rules. Including, relaying vendor contact information to the Virginia Dept. of Agriculture and Virginia Dept. of Health, etc. to ensure vendors are in compliance with laws/guidelines for selling their respective products.
- Generate weekly updates to the City's Tourism web page, social media content, flyers, newsletters, emails, etc. to ensure both vendors and patrons are engaged and informed.
- Create marketing/branding to secure sponsorships for the Famer's Market and various City events.
- Develop and maintain partnerships with community organizations to create a cohesive, engaged, and healthy community spirit.
- Assist with coordination, organizing, coordinating, and promoting special events at various locations in the City.
- Evaluate City events effectiveness and participation to assess the strengths and to identify areas of improvement of City Events.
- Establish & manage Snap-EBT programs and continue to coordinate with the Senior Farmers Market Nutrition program.

### ***Event Support Staff (Part-Time)***

- Monitors and makes recommendations that impact event budgets.
- Monitors records and reports including registration and attendance reports, vendor sales, supply requisitions, work order request forms for facilities maintenance, etc.
- Checks facility and grounds for unsafe conditions and takes appropriate follow-up actions; enforces safety policies and procedures; secures facility at end of day.
- Reports weekly updates to the Tourism Manager.
- Performs related work as assigned.

### **Minimum Education and Experience Requirements**

- High School graduation or GED equivalent.
- Two (2) years of related experience involving general public contact and experience working special events.
- Experience with other content creation programs such as Canva, Adobe Express, etc.

### **Knowledge, Skills, and Abilities**

- Must be able to professionally represent the City of Franklin to the public, municipal authorities, and sponsors.
- Must have the ability to establish and maintain effective working relationships and to deal effectively with the public and private group agencies and other organizations contacted in the course of the work.
- Effective oral and written communication skills.
- Extensive computer skills in Microsoft Office Suite including Word, Excel, & PowerPoint.
- Must be reliable and self-motivated.
- Self-directed, but able to work collectively as a team player.
- Ability to manage multiple projects and deadlines.
- Ability to enforce rules and address conflict assertively and respectfully as needed.
- Basic knowledge of event coordination processes and execution strategies and logistics.
- Ability to work various hours, including mornings, nights, weekends and holidays.

### **Physical Demands**

*Physical demands refer to the requirements for physical exertion and coordination of limb and body movement.*

- Performs work that involves walking, standing, stooping, stretching, or lifting frequently and also involves exerting between 20 and 50 pounds of force on a regular and recurring basis.

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## ***Event Support Staff (Part-Time)***

### **Unavoidable Hazards (Work Environment)**

*Unavoidable hazards refer to the job conditions that may lead to injury or health hazards even though precautions have been taken.*

- Involves routine and frequent exposure to:
  - Bright/dim light; Dusts and pollen.
  - Extreme heat and/or cold; Wet or humid conditions.
  - Extreme noise levels

### **Special Certifications and Licenses**

- Must have and maintain a current and valid state driver's license with an acceptable driving history.
- Must have or the ability to obtain within one (1) year of employment the following certification:
  1. VAFMA Certified Market Manager

### **Americans with Disabilities Act Compliance**

The City of Franklin is an Equal Opportunity Employer. ADA requires the City to provide reasonable accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

### **Standard Clauses**

Required to work days, evenings, nights, weekends and holidays to support year around events. This job description is not designed to cover or contain a comprehensive listing of essential functions and responsibilities that are required of an employee for this job. Other duties, responsibilities, and activities may change or be assigned at any time with or without notice.

### **Essential Safety Functions**

It is the responsibility of each employee to comply with established policies, procedures and safe work practices. Each employee must follow safety training and instructions provided by their supervisor. Each employee must also properly wear and maintain all personal protective equipment required for their job. Finally, each employee must immediately report any unsafe work practices or unsafe conditions as well as any on-the-job injury or illnesses.

Every manager/supervisor is responsible for enforcing all safety rules and regulations. In addition, they are responsible for ensuring that a safe work environment is maintained, safe work practices are followed, and employees are properly trained.

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