**Stone Mountain Park**

**Job Description**

**Job Title:** Associate Producer, Special Events—Open position

**Department:** Special Events

**Reports To:** Special Event Manager

**FLSA Status:** Hourly

**Prepared By:** Janet Bell

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**Summary**

The Associate Producer, Special Events supports the Special Events Manager in the planning and operation of more than 30 annual events at Stone Mountain Park. The Associate Producer, Special Events must embrace teamwork and essential communication skills both internally and externally. This position will have a strong focus on ideation, creativity and development of décor theming and content for the Park. Additionally, this position will have strong organizational, logistical, operational and event execution experience.

**Essential Duties and Responsibilities**

Additional duties may be assigned. Management retains the discretion to change or add to the duties of this position at any time.

- Produce special events as directed by manager
- Manage all logistics, planning, and executing of walks and runs
- Search for new events to increase attendance and revenue while staying true to the values of HFE. Goal is to bring in at least one new event per calendar year and 2 walks/runs
- Support Events team as needed for Park-produced or third-party events through event load-in, check-in, supplier set-up, event, and load-out of each event
- Manage storage areas including inventory and organization
- Manage logistics as it relates to seasonal and event décor including and establishing look/feel/labor needs for install etc
- Assessing the need for additional labor requirements for install and strike of events
- Contract approved additional labor and management of time and schedule
- Create and maintain the MSDS program for the department, maintain documentation for all chemicals in the office as well as training dept on proper use
- This position requires the employee to receive credit card information to take a deposit, make a payment, or initiate a refund
- All other duties as assigned

**Skills & Qualifications**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill,
and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Must be able to work days, nights, weekdays, weekends, and holidays as needed
- Must read, write, and speak the English language (knowledge of other languages a plus)
- Must be at least 21 years old
- Must have dependable transportation
- Must be able to maintain a good working relationship with co-workers
- Must be able to effectively multi-task and make responsible decisions
- Must have proficient typing skills
- Must have productive time management skills and demonstrate ability to be proactive
- Must have the ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations
- Must have the ability to write reports, business correspondence, and procedure manuals
- Must have the ability to effectively present information and respond to questions from groups of managers, clients, customers and the general public
- Must have the ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form
- Must handle confidential information responsibly
EDUCATION and/or EXPERIENCE

- Must have a high school diploma. Bachelor’s degree preferred
- Minimum of 5 years related experience and/or training, or equivalent combination of education and experience is required in event production/operation and event supervision
- Experience in or significant exposure to outdoor festivals/events and scenic/creative design.
- Experience in budgeting and writing proposals, presenting to individuals or groups
- Proficiency in Microsoft Outlook, Word, and Excel required (Microsoft Access a plus)

CERTIFICATES, LICENSES, REGISTRATIONS

- Must have and maintain a valid Driver's License

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is required to stand for long periods of time and walk. The employee must be able to use hands to finger, handle, or feel; and reach with hands and arms. The employee is frequently required to climb or balance and stoop, kneel, crouch, or crawl. The employee is frequently required to talk and hear. The employee must occasionally lift and/or move carry, push, or pull up to 50 pounds. Specific vision requirements for this job include close vision, color vision, depth perception and ability to focus and night vision. Must be able to take directional cues directly or indirectly.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is regularly exposed to outside weather conditions
- The employee is frequently exposed to extreme cold and extreme heat
- The employee is frequently exposed to wet/or humid conditions
- The noise level in the work environment is usually loud

Employment at Stone Mountain Park is contingent on the completion of a criminal background check and a drug screen, with the results being negative. Stone Mountain Park employees are subject to pre-employment, post injury, post accident, reasonable suspicion and random testing for illegal drug usage.

Management retains the discretion to add or change the duties of this position at any time.