JOB NUMBER 622

LAKE COUNTY FOREST PRESERVE DISTRICT

**ASSISTANT EVENT OPERATIONS MANAGER**

The Assistant Event Operations Manager is responsible for assisting with facility rentals at the Greenbelt Cultural Center and the Lodge at ThunderHawk Golf Course. Is responsible for providing rental information to the public, preparing rental agreements and providing onsite support during event rentals. The individual utilizes interpersonal skills to promote the facility and its programs to visitors. Supervises part-time and temporary staff. Reports to the Event Operations Manager.

**ESSENTIAL FUNCTIONS**

1. Performs recruitment, supervision, evaluation and training of staff.
2. Greets and informs the public and vendors about the facility. Effectively explains the services offered at the facility, gives tours of the facility, answers questions, compiles and disseminates appropriate promotional materials.
3. Opens and/or closes facility on a daily basis.
4. Maintains contract contacts, permits, and Certificates of Insurance (COIs) and payment schedules in accordance with District policy. Accepts payments from clients and processes in accordance with District policy.
5. Administers visitor/client evaluations and prepares monthly reports on results.
6. Serves as onsite staff during facility rentals and other District programs. Maintains the front desk and other public spaces in a professional manner. This includes the re-stocking of District printed materials and monitoring digital promotional materials for the public and keeping information up to date and in its appropriate place.
7. Answers phone, screens calls and determines to whom call should be referred.
8. Monitors security of facility by periodically walking through the facility enforcing policies. Prepares post event reports for Manager.
9. Executes emergency procedures, evaluates and facilitates appropriate procedure for rectifying trouble in fire or security systems.
10. Performs tasks that will require walking, bending, stooping, standing, kneeling, climbing, reaching and sitting.
11. Performs lifting tasks up to 50 pounds.
12. Drives a motorized vehicle to travel to different locations.

**MARGINAL FUNCTIONS**

1. Cleans public spaces during events as necessary.

2. Assists with the set-up and take down for special events.

3. Assists with special events at other District facilities.

**QUALIFICATIONS**

1. High school diploma or equivalent.

2. One year experience in retail or event coordination.

3. General computer skills including using word processing and spreadsheet software and other general office equipment.

4. Must possess valid driver’s license.

LAKE COUNTY FOREST PRESERVE DISTRICT

**ASSISTANT EVENT OPERATIONS MANAGER**

**PSYCHOLOGICAL CONSIDERATIONS**

1. Ability to work independently and at times alone in a building.

2. Must be able to manage multiple tasks simultaneously.

**PHYSIOLOGICAL CONSIDERATIONS**

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

2. Ability to work extra hours due to special programming and facility rental

3. Ability to lift up to 50 pounds.

4. Ability to drive a motorized vehicle and to travel to different locations.

**COGNITIVE CONSIDERATIONS**

1. Ability to perform basic math computations.

2. Interpersonal skills necessary to maintain public image and the negotiation of unusual situations.

**ENVIRONMENTAL CONSIDERATIONS**

1. Worker performs activities indoors. These conditions include lighting and temperature.

2. May work at other cultural resource facilities as required.

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

4. Occasional exposure to inclement weather; extreme heat, cold, and rain, when assigned to special 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.

Revised 2/2023