



## **CITY OF PIGEON FORGE LECONTE EVENT CENTER**

The City of Pigeon Forge LeConte Event Center is accepting applications for a **Full-Time Event Operations, Starting Pay: \$20.43/hr.** The city offers a highly competitive compensation and benefit package.

**Job Description:** This is administrative and technical work involving the coordination, monitoring, and operational execution of events in the LeConte Center at Pigeon Forge. Activities associated with the job include, but are not limited to:

- Executing all details of event orders from setup, event days, and move out.
- Conferring with the licensee and their staff confirming event and set up completion to their specific needs.
- Coordinating facility personnel on any changes or updates that are requested by event.
- Job related duties require an irregular schedule involving evenings, weekends and holidays.

**Minimum Qualifications:** Graduation from an accredited high school supplemented with additional training and experience in business administration or related field; considerable experience in managing special events and activities; knowledge of comprehensive written event orders; knowledge of event logistics, crowd flow, lighting and security practices; considerable knowledge of business management; strong organizational, interpersonal and decision making skills and computer skills.

Interested candidates should submit an application/ resume, cover letter and list of references to: Human Resources Department, City of Pigeon Forge, P.O. Box 1350, Pigeon Forge, TN 37868. Applications can be completed online at [www.cityofpigeonforge.com](http://www.cityofpigeonforge.com). **Applications will be accepted till position is filled.**

The City of Pigeon Forge is an Equal Opportunity Employer and considers applicants for all positions, including those that are federal or state sponsored, without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, sexual orientation, or any other legally protected status. The City is committed to complying with both Titles VI and VII of the *Civil Rights Act of 1964 (42 U.S.C. 2000d)*. The City is a Drug-Free Workplace, and all applicants are subject to a background and physical in accordance with City policy.