



CITY OF PIGEON FORGE LECONTE EVENT CENTER

The City of Pigeon Forge LeConte Event Center is accepting applications for a **Full-Time Guest Service Associate, Starting Pay: \$17.10/hr.** The city offers a highly competitive compensation and benefit package.

Job Description: Responsible for guest services and communicating with staff during events in the LeConte Center at Pigeon Forge whose mission is to host a variety of events that primarily include large assembly events, special events, festivals, tradeshow or other Events. Activities associated with the job include, but are not limited to:

- Provide assistance with crowd control procedures, life and safety policy enforcement
- General set up, break down, and clean up from event related activity
- Position requires work to be performed both independently and under direct supervision.
- Work requires an irregular schedule involving evenings, weekends and holidays.

Minimum Qualifications: High School Diploma or equivalent; considerable experience working with the public; considerable knowledge of local tourist attractions, services and accommodations; experience working in a variety of public events and convention center functions preferred; good organizational, interpersonal and decision making skills; Must be able to communicate effectively with event staff and ownership/management.

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. **Applications will be accepted until 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 check in accordance with City policy.