



**CITY OF PIGEON FORGE
DEPARTMENT OF TOURISM**

The City of Pigeon Forge Department of Tourism is accepting resumes for a Full-Time **Special Events Coordinator**. This position reports directly to the Special Events Manager.

Benefits: The City of Pigeon Forge offers a competitive benefit package to their full-time employees which includes paid medical/dental/vision insurance for individual and family coverage, life insurance, long-term disability, and Holiday. Upon hire, paid leave is offered according to policy for Vacation, Sick and Personal time. A retirement plan is also offered once eligibility is met.

Job Description: Administrative and promotional work planning, organizing and coordinating a variety of special city-wide events, programs and activities. This position works within the Special Events Division of Tourism and works under direct supervision of the Special Events Manager and under general direction of Tourism Executive Director. Work requires an irregular schedule involving evenings, weekends and holidays.

Qualifications: High School Diploma or equivalent and a valid Tennessee Driver's License required. Experience in preparation of events is preferred. Must be detail oriented, able to handle multiple tasks simultaneously and communicate effectively through written and verbal skills. Position requires lifting up to 50 lbs.

Mail Resumes to: City of Pigeon Forge, Human Resource Department, P.O. Box 1350, Pigeon Forge, TN 37868-1350 or Applications can be completed online at <http://cityofpigeonforgetn.gov> under the Human Resources Link.

Applications/Resumes are accepted till Monday, June 4, 2018.

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, driving history check, and drug testing in accordance with City policy.