



**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**. The city offers a highly competitive compensation and benefit package.

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 with additional training and experience in business administration or related field required. Good computer skills; ability to interact and communicate effectively and tactfully through written and verbal skills; knowledge of business management and accounting practices and manpower scheduling; strong organizational, interpersonal, decision making, detailed oriented skills and able to handle multiple tasks simultaneously is required. Considerable experience in managing special events and activities; knowledge of contracts and agreements related to booking entertainment and vendors; knowledge of event logistics, crowd flow, lighting and security practices preferred. Valid Tennessee Driver's License required

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 Friday, May 28, 2021.**

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.