

Event Planning – Full Time Position, Norfolk Festevents, Ltd.
Programming-Entertainment Director

Virginia's largest non profit outdoor event planning and production company is seeking an experienced, creative, highly motivated, energetic professional to fill full-time Programming/Entertainment position. Position requires college degree, 5 years recent professional special events experience, flexible schedule to work evenings, weekends and holidays, physical ability to perform wide range of labor related production duties and ability to work in an outdoor environment.

Candidates must possess excellent PR, oral and written communication skills, leadership and teambuilding skills, demonstrated success with event, project, budget, inventory/assets, contract management, and proficient with a range of computer programs. Candidates must have a thorough understanding of the contemporary event industry including entertainment and production.

Position responsibilities include event designing, planning, production/management and evaluation of a wide range of diverse events. Responsibilities also include scouting new talent and creative event elements, negotiating and signing local, regional and national entertainment, including specialty, family and youth programming, entertainment and activities, management of event décor/signage and special effects themes for events. Please mail, e-mail cover letter and resume to President, Norfolk Festevents, Ltd. 120 West Main Street, Norfolk, Virginia 23510. E-mail festevents@festevents.org. No phone calls please.

- Scouting talent, entertainment and programming for events and festivals.
- Negotiate contacts and performance schedules.
- Liaison for local organizations and outside groups.
- Planning and execution of creative themes for each event and festival.
- On site set up, management and break down of events and festivals.
- Manage equipment and asset inventory.
- Manage part-time staff, interns and volunteers.
- Manage daily park programming, operations and facilities.

Characteristics:

- Superior organizational and interpersonal skills.
- Display effective time management skills.
- Strong work ethic.
- Must be a professional, strategic thinker with excellent communication.
- Exceptional attention to detail and commitment to providing high quality work.
- Ability to work independently and as a team.
- Must be an excellent problem solver
- Must be able to lift 50 pounds.
- Must be willing to work in adverse weather conditions.
- Must be available to work extensive nights & weekends.