



EVENTS AND OUTREACH COORDINATOR

Department of City Development

THIS POSITION IS EXEMPT FROM CIVIL SERVICE

Appointment and continued employment is at the pleasure of the Commissioner of City Development.

PURPOSE: The Events and Outreach Coordinator is responsible for planning and executing special events on behalf of the Department of City Development (DCD) and Office of the Mayor; providing staff support to the Milwaukee Arts Board including overseeing the annual Arts Board grant program and serving as a liaison to the creative community, as well as managing the Department's web site.

ESSENTIAL FUNCTIONS:

- Plan and execute special events and media opportunities such as Mayor's State of the City address and annual Mayor's Design Awards; departmental participation in larger events that promote home ownership and encourage applications for DCD programs.
- Provide input and/or be responsible for activities such as vendor selection, event schedules, publicity and invitations, budget management and securing participation of appropriate elected officials.
- Responsible for managing DCD's web site by providing continuous evaluation and identification of opportunities for improvement.
- Support the Milwaukee Arts Board and its subcommittees through development of meeting agendas, implementing the annual Arts Board grant program, and maintaining the inventory of the City's art collection.
- Serve as liaison to Milwaukee's creative community.
- Respond to inquiries from creative industry firms and organizations regarding grants, development and business assistance, and Mayoral appearances at arts/cultural events.
- Provide counsel to the Mayor's Office and DCD regarding strategic response to economic development opportunities.
- Work with Milwaukee Fourth of July Commission and representatives of Fourth of July Committees at 12 parks within Milwaukee to plan and execute all aspects of Independence Day celebrations.
- Responsible for distribution and oversight of City funds allocated for special events.
- Organize visits, tours and presentations that promote the work of the Department, including tours for foreign and student delegations.
- Represent the Department as a member of internal and external task forces and committees.
- Direct the work of contractors engaged by the department for photography and graphic design assignments.
- Perform other duties as assigned.

CONDITIONS OF EMPLOYMENT:

- Must be available to work outside the normal office hours as needed.

Reasonable accommodations requested by qualified individuals with disabilities will be made in accordance with the Americans with Disabilities Act (ADA) of 1990.

Events and Outreach Coordinator (DCD)

MINIMUM REQUIREMENTS:

1. Bachelor's degree in communications, arts administration, public relations, or a closely related field from an accredited college or university.
 - *Note: College transcripts are required and must be submitted with the application by the application deadline.*
 - *Only applications with transcripts will be considered; applications without transcripts will be rejected.*
2. Two years of progressively responsible experience planning and coordinating special events in a public, private or a non-profit setting, as well as two years of experience developing and managing a web site for an organization.
 - *Equivalent combinations of education and experience may be considered.*
3. Valid Wisconsin driver's license at time of appointment and throughout employment.
4. Availability of a personal vehicle for use on the job (*mileage reimbursement provided*).
5. Residency in the City of Milwaukee within six months of appointment and throughout employment.

DESIRABLE REQUIREMENTS:

1. Experience using Titan CMS content management system.
2. Familiarity with Milwaukee's arts and creative community.

KNOWLEDGE, SKILLS, ABILITIES AND OTHER CHARACTERISTICS:

- Ability to communicate clearly and accurately orally and in writing
- Ability to prepare clear concise reports and correspondence
- Skill in the practice of active listening
- Skill in the maintenance and development of web content
- Ability to exercise good judgment and solve problems as they occur
- Ability to plan, establish priorities, and complete multiple projects within deadlines
- Ability to work independently or as part of a team
- Ability to work effectively with a variety of people, including coworkers, City officials, representatives of other agencies, foreign and student delegations, and the general public
- Skill in scheduling, planning, and organizing events and publicity
- Knowledge of event planning and schedules, vendor selection, and budget management
- Knowledge of customer service practices and maintaining customer satisfaction
- Ability to direct contractors and individuals providing event services
- Ability to analyze information and data and make sound recommendations

CURRENT SALARY RANGE (PG 2FX) IS: \$47,109 to \$65,957 annually.

SELECTION PROCESS: The Department of City Development reserves the right to call only the most qualified candidates to the interview process.

APPLICATION PROCEDURE:

Applications are available on DCD's website <http://city.milwaukee.gov/Employment-Opportunities.htm> and must be submitted to **Judith Allen**, Dept. of City Development, 809 N. Broadway, 3rd Floor, Milwaukee WI 53202 or emailed to lahoffm@milwaukee.gov, no later than **Monday, July 8, 2013 at 4:00 p.m.**