



## Job Summary

<b>Job Title</b> Event Operations Supervisor	<b>Department</b> IPRD	<b>Reports to</b> Director of IPRD	<b>Pay Grade</b> 14
<b>Starting Pay Rate</b> \$25.54 hourly \$53,124 annually	<b>FLSA Status</b> Exempt	<b>Supervisory Duties</b> Yes	<b>Work Environment</b> Multiple locations

The Event Operations Supervisor for Iberville Parish oversees venue operations, event coordination, staff management, and marketing efforts to ensure a successful and well-promoted venue. This role is required to work onsite in multiple locations throughout the parish.

## Responsibilities

Job duties include, but are not limited to:

- Overseeing maintenance, repairs, and cleanliness of venue grounds, equipment, and facilities
- Supervising all staff members including ground crew, event staff, and maintenance personnel
- Managing bookings for events, meeting with clients to determine requirements, and preparing pricing packages
- Coordinating rental of sound equipment, furniture, and other venue needs
- Supervising catering services and ensuring logistics are met
- Promoting venue and events through various marketing channels, including social media
- Collaborating with marketing teams to maximize exposure and attendance
- Supervising event operations, addressing incidents, and handling client queries
- Communicating and enforcing security regulations, coordinating with local police if necessary
- Communicating with and supervising uniformed officers, handling phone calls, and tending to any incidents or queries during events
- Submitting payroll timesheets for civic center employees; approving time off and leave, and managing staff schedule
- Overseeing employee training for building and event management
- Managing administrative tasks, such as lease agreements, insurance, scheduling, and invoicing

## Qualifications

- High school diploma or equivalent; associate's degree in hospitality,

business administration, marketing, or a related field preferred

- Proven experience in venue management, event coordination, staff supervision, and marketing, preferably in a similar role
- Strong leadership abilities with experience in supervising diverse teams, managing schedules, and coordinating resources effectively
- Sound knowledge of safety measures, risk assessment, and protocols related to event hosting and venue operations
- Excellent interpersonal, communication, and customer service skills to interact effectively with clients, vendors, staff, and the public
- Exceptional organizational and time management skills to handle multiple tasks, deadlines, and priorities efficiently
- Demonstrated ability in promotional activities, marketing strategies, and utilizing various channels, including social media, for venue promotion
- Strong negotiation skills to secure contracts, pricing agreements, and manage client expectations
- Ability to remain calm, flexible, and adaptive in stressful or changing situations, ensuring smooth event operations
- Physical fitness with the ability to lift heavy objects (25+lbs)
- Willingness to work long hours, weekends, holidays, and attend events outside regular hours as required by the venue's schedule

#### **OTHER DUTIES AS ASSIGNED**

Employees may be assigned additional responsibilities or tasks as deemed necessary by management to meet the operational requirements of the organization.

#### **ESSENTIAL WORKER STATEMENT**

Certain positions within this classification may require incumbents to be on-call 24/7. These roles are designated as essential, and individuals may be required to report to work during emergency situations as necessary.

#### **CERTIFICATIONS/LICENSES/REGISTRATIONS**

Positions within this classification may require a valid Louisiana driver's license or a valid Louisiana Commercial Driver's License (CDL) Class A, B, or C with the necessary endorsements. If a license is required, it must be maintained for the duration of employment in this position.

#### **ABOUT IBERVILLE PARISH**

Iberville Parish Government is an administrative body responsible for governing Iberville Parish and serving the members of its community. The parish government oversees various aspects of local governance, including public services, safety, infrastructure, community services, and community development within the parish.

#### **EEO STATEMENT**

Iberville Parish Government is an Equal Opportunity Employer committed to providing equal employment opportunities to all applicants and employees without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, age, disability, genetic information, veteran

status, or any other characteristic protected by law. Hiring decisions are based solely on qualifications, merit, and business needs. If you require assistance during the application process due to a disability, please contact our office for reasonable accommodations.

- Flexibility to handle changing priorities, work in a fast-paced environment, and adjust to different tasks as needed

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