



Job Posting

Events Director

The City of Madisonville will be accepting resumes for Events Director. This position will report directly to the Mayor and be responsible for the serving as the link between the city and the community, media and other government entities.

ESSENTIAL FUNCTIONS

The Events Director will support the Mayor, the City's Management team and staff in formulating internal and external communications, create, coordinate, and manage all city events. The following duties are typical (but not all inclusive):

- Develops and executes city events (holiday, community, concert series, employee appreciation, morale boosters)
- Informs citizens through printed publications as well as digital platforms of events and special programs involving the city administration and departments.
- Coordinates with Director of Public relations on all major city events and functions. Assists with the production of city event publications for staff and the community in both print and web formats including brochures, posters, flyers, events, presentations and social media.
- Represents the city at civic and professional groups and maintains contact with media, professional and civic organizations and other special interest groups to promote city events and programs.
- Serves as project leader for special events for the city.
- Seeks opportunities for partnerships, sponsorships, and advertising.

MINIMUM QUALIFICATIONS

Requirements at this level consist of a degree in public relations or marketing; 2 years' experience in a related field; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Must possess and maintain a valid Kentucky driver's license.

Applications/Resumes will be accepted until **August 24th, 2022 until 12:00 p.m.** at City Hall 67 N. Main Street, Madisonville KY 42431. You may also submit resumes via our website www.madisonvilleliving.com or Indeed. The Madisonville, Kentucky is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.