

Executive Director of Recreation & Events – The City of Marinette (pop.10,695) is seeking qualified candidates for a new position: Executive Director of Recreation & Events for the new Recreation and Convention Center scheduled to open in early 2018. This position will: oversee event management for all facility events; supervise staff; be responsible for new event booking and revenue generating opportunities; consult with production managers, promoters, others concerning physical set-up needs; inspect the facility to ensure maintained properly for events; develop crowd management and event staffing plans to provide seamless customer service; conduct planning and operational meetings; be responsible for compliance with all Federal, State and Local regulations; manage and participate in development of goals, objectives, policies and priorities of all event related programs and activities. Work may include some early mornings, evenings, overnight, weekends, holidays, extended work days and extended number of days. Additional duties are listed on job description, which is available on the City of Marinette website: www.marinette.wi.us. Minimum training and experience: Bachelors Degree in Recreation Management or related field of study; Five (5) years experience in Recreation Management; Extensive knowledge of recreation philosophy, planning and administration. Skill in Microsoft Office or Google Docs. Salary based on training and experience. Excellent fringe benefit package. Send job application and resume to the City of Marinette Legal Department, Attn: Louise Stemper, 1905 Hall Avenue, Marinette, WI 54143. Job applications must be received by September 30, 2017.

The City of Marinette Code of Ordinances 2.0301F requires that the Executive Director of Recreation & Events establish residency within 15 miles of the outer boundary of the City of Marinette in the State of Wisconsin within 6 months of date of hire. The City of Marinette is an Equal Opportunity Employer/Drug Free Workplace.