

## **THE OREGON JAMBOREE IN SWEET HOME**

### **EVENT MANAGER**

The Northwest's Premier Country Music & Camping Festival is seeking a full time Event Manager. Salary range. DOE.

### **POSITION OVERVIEW**

This new position reports to the Festival Director and will assist the Director in all aspects of festival and event operations.

### **KEY RESPONSIBILITY AREAS**

Work closely with Director in managing and implementing the festival business and operation plan. Coordinating vendor program. Group ticket sales. Administration. Volunteer Recruitment. Planning. Sales.

**Duties include** Directing and supervising key staff members, attending all key meetings with Board of Directors, staff, and volunteers. Conducting meetings as appropriate in Director's absence. In addition to these key responsibilities special projects may be assigned, including assisting other events produced by the Sweet Home Economic Development Group. Other typical duties of all Jamboree staff include answering phones, ticket & camping sales, volunteer support, customer service, filing, and other related office tasks.

### **REQUIRED/DESIRED SKILLS**

The ideal candidate must be energetic, and an enthusiastic team player. Detail oriented with the ability to handle a variety of tasks simultaneously. Possess clear and professional communication skills (written, oral, and interpersonal). Have experience and a proven track record of supervising co-workers. Have the ability to schedule and organize project workload and work under minimal supervision. Establish and maintain effective relationships with staff, media, volunteers, Board of Directors, and public. Possess the ability to cultivate creative ideas, to think strategically, and make connections between ideas and potential outcomes. Have excellent computer skills with knowledge and functional ability in Publisher, Excel, Word, Access, and Power-point. Must be willing to work flexible hours including occasional nights and weekends.

Preference will be given to individuals with education and demonstrated experience in any of the following: Special events, event production, marketing, media, public relations.

### **TO APPLY:**

Please e-mail your letter of interest with Résumé, job, and wage history to [careers@oregonjamboree.com](mailto:careers@oregonjamboree.com). The application deadline has been extended to January, 29, 2010. No phone calls please. Be sure to indicate Hiring Committee in the subject line. Position is open until filled.

The Oregon Jamboree  
Hiring Committee  
PO Box 430  
Sweet Home OR 97386

We are an equal opportunity employer.