



# City of Joliet

## POSITION DESCRIPTION

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| <b>Class Title:</b>     | <b>Director of Cultural Affairs and Special Events</b> |
| <b>Department:</b>      | <b>City Manager</b>                                    |
| <b>Reports to:</b>      | <b>City Manager</b>                                    |
| <b>Employee Status:</b> | <b>Full-Time, Non-Union</b>                            |
| <b>Established:</b>     | <b>June 17, 2025</b>                                   |

### **GENERAL PURPOSE**

The Director of Cultural Affairs and Special Events is responsible for planning, coordinating, and executing impactful community events that align with the City of Joliet's mission, and fosters positive relationships with diverse community stakeholders and increases awareness of City programs and services.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Oversees Cultural Affairs initiatives and Special Events.
- Develops comprehensive event plans, including budget management, timelines, logistics, marketing strategies and contingency plans for large-scale community events.
- Manages and oversees the execution of City-sponsored and co-sponsored events, including participation in community event committees.
- Develops and proposes an annual budget to implement the downtown events and marketing.
- Negotiates contracts.
- Plans, organizes, schedules and administers a diversified series of community events with emphasis on quality of life and downtown vibrancy.
- Serves as City staff liaison to outside agency community event coordinators.
- Manages community special events' permits and coordinates City support for these events.
- Ensures that events meet legal, safety, and health requirements and regulations; obtains necessary permits.
- Manages all administrative duties and details associated with events including financial operations, distribution of promotional materials, and responding to inquiries.

- Serves as liaison to the City Center Partnership, Joliet Chamber of Commerce, Heritage Corridor Destinations, and other community organizations for all matters regarding public events.
- Administers and coordinates the planning of Arts Commission events by attending meetings and implementing programming with the Arts Commission. Serves as staff liaison to the Arts Commission.
- Collaborates with the City's Communications team to maintain up-to-date content across platforms for City-sponsored and community events.
- Seeks grants, sponsorships, partnerships, and fundraises supplemental resources for programs and events.
- Manages Bicentennial Park and City Square facilities and programming.
- Works a variety of hours/ shifts in order to accommodate meetings and events.
- Performs other related duties as required.

### **MINIMUM QUALIFICATIONS:**

#### **EDUCATION & EXPERIENCE:**

Bachelor's Degree from an accredited college or university in event planning, urban planning, business, economics, finance, public administration, communications, or a closely related field. Master's degree preferred.

At least 5 years of experience in planning special events and/or in the field of cultural affairs.

Any equivalent combination of experience and training which provides the required knowledge, skills and abilities will be considered.

#### **LICENSES & CERTIFICATIONS:**

- Must possess a valid motor vehicle operator's license.

#### **REQUIRED KNOWLEDGE, SKILLS & ABILITIES:**

- Proficient with Microsoft Office Suite or related software.
- Exceptional organizational skills, flexibility, and the ability to manage multiple projects simultaneously while ensuring successful event execution.
- Strong background and knowledge of cultural and special events.
- Ability to build trust and establish strong working relationships with members of the community.
- Familiarity with marketing strategies including social media.

- Strong analytical and organizational skills. An ability to effectively evaluate options and alternatives and find creative solutions to problems.
- Ability to present ideas and proposals clearly and persuasively, orally and in writing; negotiate resolutions or problems or conflicts.
- Ability to perform duties and responsibilities in a manner that reflects sound judgment and is in conformance with high ethical standards and integrity.

#### **EQUIPMENT USED:**

- General office equipment.
- Motor vehicle

#### **PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk and/or hear. The employee is occasionally required to walk; use hands or operate objects and reach with hands and arms.

The employee must occasionally lift and/or move up to 20 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

#### **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

#### **SELECTION GUIDELINES:**

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

*The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.*

*The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.*

Approvals:

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Department Head

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Date

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Director of Human Resources

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Date

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City Manager

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Date