

**Job Title:** Celebrations Director

**Location:** Mt. Pleasant City

**Department:** City Administration

**Reports To:** City Admin Office

**Position Overview:**

Mt. Pleasant City is seeking a dynamic and creative Celebrations Director to oversee, plan, and execute several holiday events sponsored by the city. This role requires a visionary leader who can bring excitement and innovative ideas to enhance the city's festive occasions, creating memorable experiences for residents and visitors.

**Key Responsibilities:**

- **Event Planning and Execution:**
  - Develop, plan, and implement city-sponsored holiday events, including but not limited to Easter Egg Hunt, Hub City Days, Halloween, City Lighting Event.
  - Coordinate with vendors, sponsors, and city departments to ensure successful event execution.
  - Manage event logistics, including budgeting, scheduling, permitting, and staffing.
- **Community Engagement:**
  - Foster community involvement by engaging with local organizations, businesses, and residents to participate in and support city events.
  - Serve as a spokesperson for city celebrations, promoting events through various media channels.
- **Innovation and Creativity:**
  - Introduce new ideas and concepts to enhance traditional holiday celebrations.
  - Stay informed of current trends in event planning and community engagement to ensure the city remains at the forefront of festive activities.
- **Leadership and Management:**
  - Lead a team of staff and volunteers in the planning and execution of events, providing clear direction and motivation.
  - Develop and manage event budgets, ensuring fiscal responsibility and maximizing resources.

**Qualifications:**

- Strong leadership and communication skills, with the ability to inspire and motivate a team.
- Creative thinker with a passion for creating memorable and engaging experiences.
- Ability to work flexible hours, including evenings, weekends, and holidays, as needed for events.
- Proven track record of successful event execution and community engagement.

**Application Process:**

Interested candidates should submit a resume to [natalie.crosby@mtpleasantcity.com](mailto:natalie.crosby@mtpleasantcity.com) by August 30<sup>th</sup>, 2024.

Mt. Pleasant City is an equal-opportunity employer and welcomes applicants from diverse backgrounds.