

TITLE: Events Specialist (Full Time/Non-Exempt)**ORGANIZATION Children's Fairyland****REPORTS TO: Jessica Martin, Director of Events**

Children's Fairyland is a non-profit storybook theme park dedicated to stimulating a child's imagination, creativity, and desire to learn. Serving more than 200,000 guests per year, Children's Fairyland is a valuable community resource and family destination. Fairyland's Event Specialist creates wonderful experiences for the entire family through various programs including catered birthdays, park rentals, family sleep overs and more. This is a full-time, non-exempt, hourly position that requires coverage mostly Wednesday through Sunday and sometimes on holidays. The Event Specialist coordinates all aspects of Fairyland's catered birthday party program, park rentals and summer sleepovers, with the ability to and coordinate additional opportunities.

Who Will Love This Position?

- A friendly, outgoing individual with **strong customer service and event management** experience to facilitate all aspects of Fairyland's family programs.
- The ideal candidate will be an extremely well-organized, detail-oriented, self-starter and a valued team member.
- An applicant with vision and ideas to grow and strengthen this department of our unique business.

Essential Functions:

- Assist Director of Events with Park Rental Program execution.
- Assist Director of Events with performing artists, outside vendors and special guests by creating contracts and facilitating payment.
- Ability to work weekends and occasional evenings.
- Coordinate and plan weekly events by communicating with guests, vendors, and fellow staff.
- Be comfortable with all aspects of guest communication (phone, email, in person and through scheduling software).
- Build strong, long-lasting relationships with guests.
- Assist in training and management of park ambassadors for the catered birthday party program.
- Managing all aspects of park rentals on event dates, including: contracts, logistics, booking and managing rental program contractor staff.
- Collaborate with other departments and help foster park wide team goals.
- Source and negotiate with vendors and suppliers as needed.
- Plan and facilitate Summer Sleepover events from start to finish, including sleeping over at Fairyland.
- Be thoroughly involved in the success, growth and future of the family program season
- Identify opportunities and develop plans for new revenue-generating programs.
- Any and all other duties as required.

Skills and Background

- Self-starter with **excellent communication skills** and proven experience in relevant fields.
- Strong interpersonal skills, including the ability to connect easily with others and work both as part of a team and independently.
- 1 - 2 years' experience in event management and logistics.
- Excellent organizational and problem solving skills, written and oral presentation skills.
- Proficient in MS Office, Adobe Illustrator and customer retail management systems.
- Ability to work weekends and occasional evenings.
- Physical ability to lift up to 50 lbs.
- Must be able to sit and/or stand for a minimum of 8 hours.

Compensation:

- Compensation: DOE.
- Eligible for health benefits after 60 days, participation in an unmatched 401k program, accrued PTO and Sick Time as defined by the company handbook.
- This is a non-exempt hourly position up to 40 hours a week.

To Apply:

- Please send your cover letter, résumé, and references.
- When emailing, please put the job you are applying for in the subject line and do NOT include attachments.
- Please email: jessica@fairyland.org
- Please absolutely NO phone calls.

Children's Fairyland is an equal opportunity employer and welcomes applicants of all backgrounds. A background check and personal references will be required for employment.