



City of Grapevine
Festivals and Events Director

SALARY	\$3,436.44 - \$4,982.84 Biweekly \$89,347.44 - \$129,553.84 Annually	LOCATION	Grapevine, TX
JOB TYPE	Full-Time	JOB NUMBER	CVB2311-38
DEPARTMENT	Convention and Visitors Bureau	OPENING DATE	11/20/2023
CLOSING DATE	2/25/2024 11:59 PM Central		

Job Summary

Plans, promotes and implements annual festivals, events and cultural activities while fostering positive relations with merchants, businesses, hotels, attractions, residents and local, county and state governmental agencies.

Essential Functions

1. Promotes positive positioning of Grapevine through festivals and events and further serves to generate funding for heritage education and heritage attractions through festival and event proceeds along with creating room night generating activities.
2. Develops annual themes for each Festival and Event.
3. Identifies marketable activities related to each theme for each Festival and Event.
4. Ability to refresh Festivals and Events on an ongoing basis.
5. Ability to attract a broad base of community volunteers.
6. Develops volunteer leadership for steering committees.
7. Develops regional and national sponsorship opportunities.
8. Solicits positive community support.
9. Implements analytical event research and development.
10. Effectively manages time and resources to meet multiple project deadlines.
11. Develops and administers budget for multiple in-house produced festivals and events.
12. Ensures development, funding, and implementation of festivals and events to further Grapevine's tourism, preservation

and revitalization efforts.

13. Ensures timely and appropriate coordination and communication amongst local businesses, citizens, committees, city officials and services with regards to festivals and events.

14. Provides appropriate reports and presentations to CVB Executive Director, City Council, City Management, Advisory Boards, Civic and Service organizations as well as the business community and general public.

15. Performs related duties as directed when such duties are a logical and appropriate assignment to the position.

16. Regular and timely attendance are required for this position.

17. Interacts professionally and respectfully with the public, coworkers and others in the course of daily work.

Required Skills

SKILLS, KNOWLEDGE AND ABILITIES

- Ability to ensure that festivals, programs, special events and methods are consistent with City goals and objectives.
- Ability to ensure that materials and documentation accurately represent Grapevine facilities and services available.
- Ability to ensure administrative functions relating to budget preparation, and record maintenance are timely and accurate.
- Must have excellent written and verbal communication skills.
- Must have outstanding organizational skills.
- Must develop a complete working knowledge of Grapevine, including all of its attractions and amenities.
- Must have the ability to manage and lead large scale projects and teams of employees/volunteers.
- Must have the ability to see a project from beginning stages through to fruition.
- Must have strong financial and budgeting skills.
- Must have strong negotiation and contracting skills.

EDUCATION, EXPERIENCE AND OTHER REQUIREMENTS

Bachelor's degree in Hospitality or Recreation and Events is required or a two-year degree with current IFEA (International Festivals & Events Association) or TFEA (Texas Festivals & Events Association) certification or an equivalent combination of education, training and/or experience that provides the required knowledge, skills and abilities to perform the essential functions of the job.

IFEA (International Festivals & Events Association) or TFEA (Texas Festivals & Events Association) certification or the ability to obtain with two years of hire or promotion.

Previous festivals management experience is strongly preferred.

Must have strong customer service skills and excellent hospitality skills, ability to work any day of the week (weekends and weekdays), long hours and stand for extended periods of time.

Must pass a credit check and Federal/National criminal background check. Must have a valid Texas driver's license with an

acceptable driving record as defined by City policy.

Must pass a pre-employment basic physical, drug screen and functional assessment screening (Level 1).

WORKING CONDITIONS

While performing the essential functions of this position the employee is rarely exposed to disagreeable environmental factors; however, there will be some exposure to:

- Bright/dim light
- Dusts and pollen
- Extreme heat and/or cold
- Wet or humid conditions
- Extreme noise levels
- Animals/wildlife
- Vibration
- Fumes and/or noxious odors
- Traffic
- Other hazards not listed above

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 accommodations maybe be made to enable individuals with disabilities to perform the essential functions.

While performing the essential functions of this job the employee is regularly required to perform light to medium work that involves walking or standing, use the computer keyboard and mouse, use hands to finger, handle, or feel, reach with hands and arms, talk and hear, stand, walk, and stoop, or crouch. This position requires occasionally lifting and/or moving up to 30 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. This job requires some moderate physical labor, which requires strength and agility.

Disclaimer

The above statements are intended to describe the general nature and level of work being performed by the person assigned to this position. They are not intended to be an exhaustive list of responsibilities, duties and skills required. This job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and the job requirements change.

City of Grapevine

P. O. Box 95104, 200 South Main Street

Grapevine, Texas, 76099

Phone

817-410-3176

Website<http://www.grapevinetexas.gov/index.aspx?nid=439>**Festivals and Events Director Supplemental Questionnaire*****QUESTION 1****Do you meet one of the following requirements for the Festivals and Events Director position:**

- ☐ A bachelor's degree in Hospitality or Recreation and Events.
- ☐ A two-year degree with current IFEA (International Festivals & Events Association) or TFEA (Texas Festivals & Events Association) certification.
- ☐ An equivalent combination of education, training and/or experience that provides the required knowledge, skills and abilities to perform the essential functions of the job.
- ☐ None of the above.

QUESTION 2*Do you have an IFEA (International Festivals & Events Association) or TFEA (Texas Festivals & Events Association) certification?**

- ☐ Yes
- ☐ No

QUESTION 3*Do you have previous festivals management experience?**

- ☐ Yes
- ☐ No

QUESTION 4*Do you have the ability to work any day of the week (weekends and weekdays), long hours and stand for extended periods of time.**

- ☐ Yes
- ☐ No

*** Required Question**