

## Event Manager

### **Department**

Venue 1921 at East Ridge

### **Summary**

The employee performs administrative, programming, and supervisory work in planning, scheduling, coordinating, and directing the operations of Venue 1921 at East Ridge.

### **Minimum Qualifications include:**

- Must possess demonstrated experience in planning of events, programs, meetings, etc.
- Must have a strong knowledge of principles and practices of effective event planning and event center management
- Must have proven knowledge of preparation and execution of contracts and agreements related to booking entertainment events, trade shows, and conventions.
- Possess a Valid Driver's License
- Must have a minimum of an Associates degree in leisure services, facilities management, event planning, marketing, or related field
- Must have 3 years experience in event management, recreation planning, or related field

### **The City of East Ridge is an Equal Opportunity Employer and TN Drug-Free Workplace**

Applicant's resume and cover letter may be submitted electronically or mailed to City Hall to Michelle Sinigaglio, Human Resources Director via e-mail: [msinigaglio@eastridgetn.gov](mailto:msinigaglio@eastridgetn.gov). A completed city of East Ridge application form (found on the City's website) is required for consideration. Applications will be accepted through July 31, 2025.

City of East Ridge  
ATTN: Human Resources  
1517 Tombras Avenue  
East Ridge, TN 37412