



Director of Events Job Description

DEPARTMENT: Events

REPORTS TO: Chief Operating Officer

TYPE OF POSITION: Full-time

GENERAL SUMMARY

The Cuyahoga Valley Scenic Railroad (CVSR) Director of Events directs large scale events and manages the Event and Merchandising Staff to plan and implement the organizations entertainment, educational, and development (fundraising) events and concessions and merchandise sales. The Director of Events is responsible for coordinating with all railroad departments to execute successful events and train operations.

RESPONSIBILITIES

- Create and implement events and programs to provide high quality customer experiences.
- Work with the Development (fundraising) team to identify sponsorship opportunities within various events and programs.
- Collaborate with the CVSR team to provide essential orientation and training for staff and volunteers who support events.
- Work with the Manager of Volunteer Services to help with the recruiting, training, scheduling, and management of 1200+ Volunteers for the North Pole Adventure event.
- Ensure that all event and program details are planned and conducted.
- Oversee the Concession and Merchandising sales unit by working with Food, Beverage, and Merchandise Manager.
- Manage the Event Department's annual budget by offering high demand and revenue generating events and merchandise while managing expenses.
- Serve as liaison with National Park Service (NPS) – will work with NPS to obtain Special Use Permits (SUPs), Commercial Use Authorizations (CUAs), and special NPS and CVSR partnered programming.
- Ability to collaborate with multiple vendors/third parties to manage contracts and invoices.
- Plan out events in a timely manner to ensure compliance with all local and national park regulations (obtaining permits from NPS and local authorities, working with local police, etc.).
- Development of department standard operating procedures and policies and procedures
- Perform other duties as assigned.

SUPERVISION

- Directly supervises: Event Manager, Education Program Manager, and Food, Beverage, and Merchandise Manager
- Indirectly supervises: Events Coordinators, Seasonal Program Coordinators, Seasonal Program Leaders, Special Events Interns, Concessionaire Staff and Volunteers, and Event Volunteers

CUYAHOGA VALLEY SCENIC RAILROAD

P.O. Box 158 • Peninsula, Ohio 44264-0158 • 330-439-5708 • Fax: 330-439-5709 • www.cvsr.org



REQUIREMENTS

Education and Experience

- Bachelor's degree in hospitality/Tourism Management, Event Planning, Business Administration, or related field.
- Ability to work and communicate with a significant diversity of individuals and/or groups.
- Independent problem-solving ability to analyze issues and create action plans.
- Ability to adapt to changing work priorities and work with constant and sustained interruptions.
- Ability to set priorities to meet deadlines and schedules.
- Ability to lead a group and build rapport with volunteers and customers.
- Initiative-taker, able to take the initiative and make intuitive decisions while working as part of a team.
- Flexibility to independently work with others in a wide variety of circumstances.

Language Skills

- Excellent verbal/written communications skills, organizational skills, multitasking abilities, and interpersonal skills essential to manage large groups of volunteers.
- Ability to clearly communicate with team members to ensure that events and responsibilities are clearly defined.

Physical Demands

- Ability to stand, sit and/or walk on moving trains and ground for prolonged periods of time as required.
- Ability to lift and/or move up to 40 pounds while walking or climbing stairs.

Work Environment

- Standard office hours are 8:30 a.m. – 4:30 p.m. at Fitzwater Train Yard in Valley View or at CVSR office in Peninsula, pending event season fluctuations.
- Nights and weekends may be required for special events, programs, and development events.
- Onsite events and depots may be exposed to weather elements year-round.
- The noise level in the work environment is moderate.

ABOUT CVSR

Cuyahoga Valley Scenic Railroad is in Northeast Ohio and is a tourist excursion railway and private sector, nonprofit 501(c)3 organization operating in partnership with Cuyahoga Valley National Park. CVSR's mission is to provide educational, recreational and heritage railroad experiences and provide alternative transportation to and within Cuyahoga Valley National Park and the Ohio & Erie Canalway.

Salary: From \$65,000.00 per year

Benefits:

401(k)
401(k) matching
Health insurance
Dental insurance
Vision insurance
Life insurance

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Paid time off
Employee discount

Schedule:

Monday to Friday 8:30 a.m. – 4:30 p.m.
Nights and weekends may be required for events.

Supplemental pay types: Bonus pay eligible.

Work Location: In person at the Fitzwater Train Yard in Valley View or the CVSR office in Peninsula

Please submit cover letter and resume to David Wilson at dwilson@cvsr.org.

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