

# FALL HODGEPODGE MANAGER

The Town of Signal Mountain is seeking an individual for part-time employment as a Manager for the 2013 Fall Hodgepodge.

Position Summary: Under the direction of the MACC Director, responsibilities include vendor solicitation and management, website information and maintenance, budget, supervising Volunteer Coordinator, marketing and supervision during the event. Hours will vary per week. Attendance at the set-up, break down, and all hours of the event are mandatory. Applicants should possess at least a high school diploma or the equivalent, and must have experience with event planning, fund raising, volunteer supervision and PR. Applications may be obtained by mail by calling (423) 866-2177, or online at [www. signalmountaintn.gov](http://www.signalmountaintn.gov). A signed application, your resume, and contact information for three references must be received at Town Hall, 1111 Ridgeway Avenue, Signal Mountain, TN 37377 by 12:00 p.m. on Friday, August 2, 2013. A post-offer drug screen and physical are required. It is the policy of the Town of Signal Mountain not to discriminate on the basis of race, color, national origin, age, sex, or disability pursuant to Title VI of the Civil Rights Act of 1964, Public Law 93-112 and 101-336 in its hiring, employment practices, and programs.



**Town of Signal Mountain  
Position Description**

**Title: Fall Hodgepodge Manager  
Division/Department: Mountain Arts Community Center**

**Purpose:**

Employee is directly responsible for management of the event known as the Fall Hodgepodge, a fundraising event for the Mountain Arts Community Center. This position is under the supervision of the Director of MACC, and is a part time and seasonal position.

**Essential Functions of the Job:**

*Essential functions are fundamental job duties. They do not include marginal tasks, which are also performed but are not incidental to the primary functions. The omissions of specific statements of duties do not exclude them from the position if the work is similar, related or a logical assignment to the position, nor does every position allocated to the job necessarily perform every duty listed.*

This position is responsible for the overall management of the Fall Hodgepodge, including the following direct responsibilities:

1. Vendor solicitation, logistics (including schematic layout), sponsorship development, entertainment booking and logistics, developing a marketing plan, financial accountability, and various other duties as assigned.
2. Create and maintain the Fall Hodgepodge website, including a vendor application form and method of payment online, pictures and video of previous years, vendor list, sponsors list, dates and location of venue, parking and shuttle information, and other pertinent information.
3. Make regular reports to MACC Director.
4. The Manager shall be the main contact for all vendors.
5. The Manager supervises the Volunteer Coordinator and possibly other volunteers.
6. Develop a written marketing plan with the MACC Director, and implement the plan this year.

**Required Knowledge and Abilities:**

Ability to create documents, spreadsheets, presentations, etc., using Microsoft Office products.

Ability to plan and prioritize workload.

Ability to establish and maintain an effective working relationship with public and other employees.

Ability to work weekends and nights as needed through the completion of this fundraising event.

Ability to learn basic departmental functions, rules, regulations and procedures

**Equipment:**

Computer, computer software and other office equipment, communication equipment such as a walkie-talkie

**Educational Requirements:**

High school diploma or equivalent

**Experience Required:**

Proven event planning experience

Volunteer supervision

Fund raising experience

Public Relations experience

**Problem Solving Requirements:**

Solve problems in situations where most problems have occurred before and their solutions are familiar.

**Writing Skills Required:**

Write standard documentation using established formats; document work performed, actions taken or results by writing one or two brief sentences.

**Speaking/Presentation Skills Required:**

Interview or discuss detailed information, frequently involving customer/citizen problems or complaints.

**Job Related Communication:**

Within the department – daily

With employees in other departments – weekly

With employees in other organizations – weekly

With the public – daily

**Planning and Scheduling:**

Work involves planning, prioritizing and scheduling of own activities

**Difficulty of Work:**

Work involves following standardized procedures to complete assigned duties.

**Assignment of Work:**

General direction in following established practices and standardized policies.

**Effects of Work Errors:**

Errors are detected within the office/work areas in which they occur, possibly affecting work of others, and requiring expenditure of time to correct.

**Working Conditions:**

On average 15 percent standing, 15 percent walking, and 70 percent sitting.

During the two day event 95 percent will be standing and walking

Approximately 0-20 lbs. may be required lifting.

Lifting frequency – some

Bending – some

Pushing and/or pulling loads – some

Reaching over head – some

Kneeling – some

Crawling – some

Climbing ladders – some

**Mental/Visual Effort:**

Typing/CRT – very frequent

Attention to detail – very frequent

Monitoring equipment – frequent

Detailed inspection – some

Transcription/proofreading – frequent

**Adverse Conditions:**

Exposure to temperature extremes – some

Dangerous equipment – none

Chemicals – none

Noise—none

Physical Effort or Risk—none