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## EVENT SERVICES MANAGER

Would you like to work in downtown Franklin and make a big impact in the Williamson County community? Do you enjoy executing highly anticipated events and special projects reflecting tradition and historic preservation? Are you interested in creating memorable experiences for the community and supporting fundraising of a legacy non-profit organization? If so, your next job opportunity is waiting for you - come join us! The Heritage Foundation of Williamson County is actively recruiting for our next **Event Services Manager** to support the Development team!

### ABOUT THE HERITAGE FOUNDATION OF WILLIAMSON COUNTY

Since 1967, the Heritage Foundation of Williamson County has been dedicated to preserving Williamson County's architectural, geographic and cultural heritage as well as promoting the ongoing revitalization of downtown Franklin in the context of historic preservation. Notable projects include The Franklin Theatre, Roper's Knob, parts of the Franklin battlefield and the Old, Old Jail. The Foundation brings county history to about 3,000 school children each year through the Heritage Classroom program as well as walking tours of downtown Franklin. Events and festivals produced by the Heritage Foundation such as Main Street Festival, the Heritage Ball, Pumpkinfest and Dickens of a Christmas bring hundreds of thousands of locals and visitors to downtown Franklin each year. The Heritage Foundation owns and operates The Franklin Theatre, the Downtown Franklin Association, and the organization's newest division and current restoration project, Franklin Grove Estate & Gardens. For more information about the Heritage Foundation, visit [www.williamsonheritage.org](http://www.williamsonheritage.org).

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**POSITION SUMMARY:** The Event Services Manager will handle a broad and diverse range of responsibilities and assignments to support events and special projects across the organization and Development team including fundraising and other events as well as unique projects as directed by the Chief Strategy & Communications Officer. This position will embrace attributes of adaptability and flexibility, as well as excel at logistics, organization, and event planning.

**ESSENTIAL RESPONSIBILITIES:** To perform this job, an individual must perform each essential function satisfactorily with or without a reasonable accommodation.

- Support the organization and development team with execution of special projects that include project management, administrative coordination, event planning and implementation.
- Assist in tracking and fulfillment of corporate partnership agreements and sponsorship deliverables.
- Execute the creative design and execution of Heritage Foundation's various fundraising events, as lead internal event project manager. This includes the annual Heritage Ball & Auction (working in collaboration with creative design from Ball event designer), Patrons Party, Sponsors Celebration Dinner, and Giving Society reception and events, as well as special projects as determined by the Chief Strategy & Communications Officer.
- Execute all planning and logistics of other events throughout the organization as identified and directed by the Chief Strategy & Communications as part of shared services support.



- Implement industry best-practice for venue/site design with balanced crowd flow, orchestrate and guide cross-functional teams and organization divisions in support of all events, develop and manage timelines and budgets, and manage event staffing plans
- Facilitate all event logistics and operations, including but not limited to tenting, décor, props, catering, serving/bar staffing, portable restrooms, radios, generators, entertainment, staging, sound/lighting/video production, parking, shuttles, valet, waste removal, security and police staffing, permitting, insurance, traffic management, etc.
- Source, develop, and manage mutually beneficial relationships with key event vendors, ensuring agreement terms are met.
- Direct the actions of event vendors and contractors through all phases of events, coordinating pre-, day-of, and post-event registration standings, logistics and contract fulfillments.
- Demonstrate consistent comprehensive understanding of contract management through all phases, including but not limited to negotiation, creation, execution, and enforcement of all agreement facets in support of the goals and objectives of the Heritage Foundation.
- Manage and communicate overages and variances from identified budget with key stakeholders and vendors.
- Liaise with government officials and officers to secure necessary permits, licenses, approvals, and authorization for each Heritage Foundation event, and verify all participants are notified of all regulations and restrictions.
- Collaborate with fellow Heritage Foundation leaders to confirm all events are appropriately staffed and supported, in accordance with contract obligations, permit requirements and operational needs.
- Lead event-related committees of community members and Heritage Foundation board members as needed
- Develop and execute departmental objectives within parameters of established annual budgets.
- Regular and reliable attendance
- Interface and communicate effectively with colleagues at all levels
- Thrive in highly collaborative and mission-driven culture
- Perform other duties as assigned

**Education and/or Experience:** Bachelor's degree required. Minimum two (4) years professional experience in event and/or special project management.

**Other Qualifications:** Windows, Microsoft Office, NXT/Blackbaud (preferred), Adobe Creative Suite, Word Press, AirTable Project Management (preferred). Must be able to handle multiple, simultaneous tasks effectively and efficiently. Strong verbal and written communication skills required. Must be detail oriented and organized with the ability to perform duties under pressure, prioritize workload, and timely meet deadlines. Must have the aptitude and ability to self-direct work. Ability to work irregular hours and weekends.

The Heritage Foundation offers medical, dental and vision benefits, paid time off and more.

If you are interested in this exciting opportunity, please submit your resume to [info@williamsonheritage.org](mailto:info@williamsonheritage.org) with "Event Services Manager Applicant" as the subject line. We look forward to hearing from you!