
CITY OF WEST HOLLYWOOD

EVENT SERVICES TECHNICIAN — *Event & Film Services Division*

\$6,148.61 - \$7,856.57 Monthly, plus excellent benefits

Since 1984, the City of West Hollywood has established itself as one of the most progressive and innovative cities in the country. At only 1.9 square miles, West Hollywood is a robust economic and cultural center known for its iconic destinations such as The Sunset Strip and The Design District.

The City offers a positive environment that embraces diverse backgrounds, encourages creativity and innovation, and rewards dedication to our most important goal – responding to the unique needs of our diverse community.



THE OPPORTUNITY

The Event Services Technician performs professional and administrative functions related to special events including; coordinates the permitting of special events at venues within the City; implements policy and regulations relating to special event permits; serves as a liaison between the City and venues and/or their representative.

The Event Services Technician responds to a wide range of customer inquiries, requests and concerns and provides general to highly detailed information regarding the City's special event permitting process and procedures. The position applies special event permit guidelines and oversees processing of permit applications to ensure compliance with Federal, State and local requirements and may be required to mediate non-compliance issues that occur during events.

IDEAL CANDIDATE

The ideal candidate is comfortable working in a fast-paced, multi-tasking team environment and demonstrates exceptional customer service skills. Excellent attention to detail, organizational skills, time-management skills and both written and verbal communications skills are necessary for success.

MINIMUM QUALIFICATIONS REQUIRED

High School Diploma or GED (Associates degree in related field preferred); **or**, three to four years of progressively responsible related experience; **or**, any combination of education, training & experience which provides the required knowledge, skills, & abilities to perform the essential functions of the job.

Licenses and Certifications: None

Deadline to submit applications: **December 26, 2018 at 5pm**

Applicants must submit a completed online City job application by the filing deadline. To apply and view additional job information please visit www.weho.org/community/employment. If you are unable to submit your application materials online you may contact (323) 848-6860. AA/EOE. The City of West Hollywood is an equal opportunity employer. The City provides equal employment opportunities (EEO) and prohibits harassment and discrimination in employment because of race, color, religion, sex, gender, gender identity, gender expression, sexual orientation, marital status, national origin, ancestry, mental and physical disability, medical condition, genetic information, military and veteran status, age and pregnancy. If you have questions or need special accommodations with the recruitment process please contact: Duane Cobb at (323) 848-6491 or dcobb@weho.org.

