

The City of West Plains is now accepting applications/resumes for a **Part-time Civic Center Event Manager** at West Plains Civic Center. The position will be responsible for coordinating and directing facility services and preparation for events, as well as day-to-day operations. The Event Manager has the opportunity, to have first-hand contact with Center lessees and patrons, and a “can do” attitude is a necessity. Ability to lift, move, re-move tables and chairs for rooms that may need reset between events. Employee reports to the Operations Manager. 10-20 hours per week, primarily weekends. High school diploma or general education degree (GED). Technical training in a field related to the duties required for this position and/or two years’ experience working in a similar position, or equivalent combination of education and experience. Applications/resumes maybe picked up or dropped off at City Hall 1910 Holiday Lane or online at www.westplain.gov posting will remain open until filled. E.O.E.