

Candidate Selection Form

POSITION TITLE _Programming Event Coordinator_ DEPARTMENT _Parks, Rec, & Forestry_

NEW POSITION _X_ VACANCY _____ RECLASS _____ # OF APPLICANTS: _34_

FT _X_ PT _____ EXEMPT _X_ NONEXEMPT _____

Reason for opening:
This position is to oversee all aspects of event programming and operations of the Bentzin Family Town Square in downtown Watertown.
Justification to fill:
The Bentzin Family Town Square is set to open May 20, 2023. We will need to have this position filled and working on programming of the event space for the summer season as well as create a calendar of events for the year and create a Food Truck calendar at the Bentzin Family Town Square.
Top three responsibilities for position:
Develop and maintain annual, and ongoing, programming schedule for The Venue. Actively solicit vendors, performers, exhibitors, etc. to generate engagement downtown. Respond to requests for The Venue rental and integrate rentals into programming schedules.

CANDIDATE NAME: _Stephanie Juhl_

How this candidate had demonstrated skills to meet the needs of the position and requested step:
Stephanie has extensive marketing and communication experience. She is skilled at building partnerships and has demonstrated experience in managing partnerships, contractors, and vendors. She is experienced in large community event creation, management and organization and also creating a schedule of events and programs. She is also experienced in creating life enrichment programming.

Date Available to start:		Grade	K	Step	2	Hourly Rate	30.17
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FIRST ALTERNATE: Re-Open Job Posting _____

How this candidate had demonstrated skills to meet the needs of the position and requested step:

Date Available to start:		Grade		Step		Hourly Rate	
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SECOND ALTERNATE: _____

How this candidate had demonstrated skills to meet the needs of the position and requested step:

Date Available to start:		Grade		Step		Hourly Rate	
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Approved Yes _____ No _____