



TOWN OF VALDESE

NORTH CAROLINA'S FRIENDLY TOWN

P.O. BOX 339

VALDESE, NORTH CAROLINA 28690-0339

PHONE (828) 879-2120 | FAX (828) 879-2139 | TOWNOFVALDESE.COM

Assistant Community Affairs Director

The Town of Valdese (approximate population 4,500) is located in the foothills of the Blue Ridge Mountains of Western North Carolina, 70 miles west of Charlotte, where the “foothills meet the mountains”. Founded in 1893 by twenty-nine Waldensian settlers from the Cottian Alps of Italy, we have a deep respect for our unique heritage which we celebrate annually with special events and festivals. We have a thriving downtown featuring specialty restaurants, shops and historic attractions. The Town provides a full range of municipal services.

The Town of Valdese is currently seeking an **Assistant Community Affairs Director** to serve as the primary support position for the Community Affairs Director. Employee assists with the promotion, coordination and implementation of town events, touring shows and scheduling. Employee assists with vendor communication to negotiate facility rentals and event bookings. Performs marketing of Valdese through a variety of cultural and entertainment events. Work involves assisting with facility maintenance; provision of technical support for shows and rentals in terms of lighting, sound and multi-media; box office ticketing and sales; and general office management. Work also includes assisting with supervision of volunteers, departmental operations, budgeting, and coordination with a variety of community groups involved in cultural arts, theatre arts, downtown merchants; and fundraising. Work is performed under the general direction of the Community Affairs Director and is reviewed for the quality of programming and performances, effective marketing of shows and facilities, and general community reputation.

Education and Experience Requirements:

Education and experience equivalent to graduation from a two-year college or university with a degree in theatre arts, business, public administration, urban planning, marketing or related field. Considerable experience is recommended or an equivalent combination of education and experience.

Special Requirements:

Valid North Carolina Driver's License.

Compensation and Benefits:

The Town of Valdese offers a competitive salary commensurate with experience and qualifications. The starting salary for this position is \$37,007. The Town provides a comprehensive benefits package including health, dental, vision, and life insurance; wellness program; Local Government Employees Retirement System (LGERS) contribution; annual vacation and sick leave; paid holidays in accordance with the North Carolina State Holiday Schedule.

Contact and submittal information:

Morrissa Angi
Community Affairs Director
P.O. Box 339
Valdese, NC 28690
Telephone: 828-879-6773

Hand deliver application to: Old Rock School, 400 Main St. W, Valdese, NC 28690 or email mangi@valdesnc.gov

Cover letter, resume and completed application required. Resumes will not be accepted in lieu of a completed application. Applications and a full job description can also be obtained by visiting www.townofvaldese.com.

Deadline: December 11, 2020

The Town of Valdese is an Equal Opportunity/ADA/Drug Free Workplace Employer.