

1. **Events & Education.** The Director of Events & Education is responsible for overseeing Capital City Pride events, including securing a committee chair, securing the venue, working with Marketing and Communications to promote events, securing production, and creating programs, posters, and all related materials. The Director of Events' responsibilities include:

- Strategy. Create the Events & Education Plan / Strategy for Capital City Pride and present/review it with Board for approval.
- Strategy. Create the Events & Education budget and provide to Board Treasurer to include in Board Budget.
- Strategy. Build a Events & Education Project plan within Monday.com, review it with the Vice-Chair, and share it with Board.
- Event. Oversee **Drag Queen Bingo** including securing committee chair, securing the venue, working with Marketing and Communications to promote the event, securing production, create programs, posters, and all related materials
- Event. Oversee **Scavenger Hunt** including securing committee chair, securing the venue, working with Marketing and Communications to promote the event, secure production, creating programs, posters, and all related materials
- Event. Oversee the **Pride Fest Friday Pool Event** including securing the committee chair, securing the venue, working with Marketing and Communications to promote the event, secure production, creating programs, posters, and all related materials
- Event. Oversee the **Silent Disco** event including securing the committee chair, securing the venue, working with Marketing and Communications to promote an event, secure production, create programs, posters, and all related materials
- Event. Oversee the **Fun Run** event including securing the committee chair, securing the venue, working with Marketing and Communications to promote an event, secure production, and creating programs, posters, and all related materials. Ensure city permits, planning the route, registration, racing services, t-shirts, medals, etc. are complete.
- Event. Oversee the **Pet Parade** event including securing the committee chair, securing the venue, working with Marketing and Communications to promote the event, secure production, creating programs, posters, and all related materials
- Event. Oversee the **Pride Yoga** event including securing the committee chair, securing the venue, working with Marketing and Communications to promote the event, secure production, creating programs, posters, and all related materials
- Event. Oversee the **Service Day at Adventureland** event including securing the committee chair, securing the venue, working with Marketing and Communications to promote the event, securing production, and creating programs, posters, and all related materials.
- Event. Oversee the **Family Feud** event including securing the committee chair, securing the venue, working with Marketing and Communications to promote the event, secure production, create programs, posters, and all related materials

- Event. Oversee the **Generational Panel** event including securing committee chair, securing the venue, working with Marketing and Communications to promote event, secure production, create programs, posters, and all related materials.
- Event. Oversee the **Queens in the Kitchen** event including securing committee chair, securing the venue, working with Marketing and Communications to promote event, secure production, create programs, posters, and all related materials.
- Event. Oversee the **Broadway Sing Along** event including securing committee chair, securing the venue, working with Marketing and Communications to promote event, secure production, create programs, posters, and all related materials.
- Event. Oversee the **Drag Queen Story Time** event including securing committee chair, securing the venue, working with Marketing and Communications to promote event, secure production, create programs, posters, and all related materials.
- Event. Oversee the **Film Festival** event including securing committee chair, securing the venue, working with Marketing and Communications to promote event, secure production, create programs, posters, and all related materials.
- Event. Oversee the **Movie Under the Stars** event including securing committee chair, securing the venue, working with Marketing and Communications to promote event, secure production, create programs, posters, and all related materials.
- Collaborate. Collaboration with Marketing, Communications, and IT to identify where support is needed.
- Document. Create new documentation or ensure all existing event documentation is current, which details all Director responsibilities, provided detailed event descriptions, policies, process, etc.