

Walter Hamilton

Event Operations Supervisor

☎ (804) 555-1846 ✉ walter.hamilton@example.com

🌐 linkedin.com/example/walterhamilton 📍 Richmond, VA 23220

STRENGTHS

- ✔ **Field Readiness**
Before opening, checks staging, access, utilities, signage, sanitation, and safety details so crews can act with confidence.
- 👥 **Partner Coordination**
During complex event windows, brings public safety, vendors, facilities, and property partners into clear working plans.
- ⚙️ **Calm Issue Resolution**
When conditions shift, assesses practical options, protects safety, and gives decision makers concise information for action.
- 👤 **Crew Leadership**
Briefings and visible work direction help technicians and seasonal staff understand priorities, standards, and handoffs.
- 💡 **Operational Learning**
Post event conversations capture what worked and what did not, leading to clearer checklists for future teams.

SKILLS

Event Operations Event Production

Site Planning GIS Mapping

Logistics Permitting Licensing

Risk Management

Emergency Planning

Crowd Management Accessibility

Procurement

Contract Administration

Vendor Management

Staff Supervision

SUMMARY

Event operations supervisor with seven years of progressive experience producing festivals, concerts, races, ceremonies, and **community programs**. Converts approved concepts into coordinated site plans, staffing schedules, **equipment requirements**, work orders, safety procedures, **traffic controls**, emergency responses, and weather contingencies. Leads technicians and seasonal crews through setup, live operations, teardown, and closeout while coordinating public safety agencies, facilities teams, contractors, vendors, property representatives, and community partners. Applies GIS mapping, **event planning software**, procurement practices, permit coordination, budget monitoring, equipment deployment, and detailed records management. Field judgment supports accessible, orderly, and safe public experiences. Post event reviews turn operational observations into practical improvements that strengthen repeatable delivery and long term program value.

EXPERIENCE

Event Operations Supervisor

Blue Ridge Community Events 📅 July 2023 - Present 📍 Richmond, VA

Leads production for civic festivals, road races, concerts, ceremonies, and community programs. Owns planning through closeout, directing technicians, temporary crews, contractors, vendors, public safety partners, and facilities teams. Maintains operational records, budgets, permits, equipment plans, safety files, and improvement actions.

- Converted approved civic programs into GIS layouts, **staffing plans**, equipment schedules, and safety controls.
- Built readiness checklists covering staging, tents, **generators**, fencing, **sanitation**, signage, sound, routes, and access.
- Directed technicians and temporary crews through briefings, inspections, live operations, breakdown, and quality gates.
- Coordinated police, fire, facilities, vendors, property representatives, and traffic partners around permits and emergency access.
- Prepared scopes, specifications, estimates, purchase documents, **contractor schedules**, service verification, and invoice support.
- Maintained budgets, equipment records, permits, maps, **work orders**, **safety files**, and after action notes.

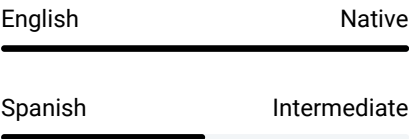
Senior Event Operations Coordinator

James River Arts & Recreation Collaborative 📅 May 2021 - June 2023 📍 Richmond, VA

Coordinated outdoor cultural programs across parks and civic venues, balancing concurrent schedules, deliveries, contractor access, production milestones, and public circulation. Managed vendor performance, equipment readiness, field corrections, and review processes that improved consistency across recurring programs.

- Coordinated outdoor cultural programs across parks and civic venues with overlapping production schedules.
- Developed setup sequences, staffing plans, equipment lists, traffic routes, **emergency procedures**, and weather contingencies.
- Conducted pre opening site walks, documented deficiencies, and drove corrections for **access** and **infrastructure**.
- Managed tent, **staging**, power, sanitation, **fencing**, and audiovisual vendors through delivery verification and closeout.
- Scheduled equipment movements and maintained condition records, identifying maintenance and replacement needs before peak periods.
- Facilitated **post event reviews**, turning field observations into revised checklists and production standards.

LANGUAGES



MY CAREER



- Event Operations Supervisor at Blue Ridge Community Events (3.2 Years)
- Senior Event Operations Coordinator at James River Arts & Recreation Collaborative (2.1 Years)
- Event Operations Coordinator at Commonwealth Recreation Services (1.6 Years)

Event Operations Coordinator

Commonwealth Recreation Services 📅 September 2019 - April 2021 📍 Henrico, VA

- Supported recreation programs, races, ceremonies, and public gatherings through detailed production records, mapping, permit coordination, vendor tracking, equipment control, and event day issue resolution. Built foundational experience in public access, emergency routes, procurement support, and operational closeout.
- Supported recreation programs, **races**, **ceremonies**, and gatherings through task schedules and production records.
 - Produced event maps and work orders aligning equipment, vendor windows, staff positions, access, and emergency routes.
 - Coordinated permit documentation with venue representatives, **contractors**, municipal functions, and **public safety** contacts.
 - Monitored event day conditions, resolved routine production conflicts, and elevated safety or schedule risks.
 - Tracked purchase documents, contractor **deliverables**, invoices, and expenditures for complete closeout records.
 - Maintained staging, barricade, **signage**, tent, and support equipment inventories for deployment and retrieval.

PROJECTS

Civic Festival Operations Program 📅 2026

Planned integrated layouts, staffing, equipment, traffic controls, permits, safety files, and post event review materials for recurring civic festivals.

Community Race Logistics Framework 📅 2024

Built repeatable race logistics covering route access, barricades, emergency paths, vendor schedules, public safety coordination, and closeout records.

LEADERSHIP & AWARDS

- Recognized by program partners for dependable field coordination during high attendance civic events.
- Selected to lead recurring event reviews that converted operational observations into practical production improvements.
- Entrusted with technician briefings, crew assignments, site inspections, and live event decisions.

EDUCATION

Bachelor of Science in Recreation, Parks and Tourism

Virginia Commonwealth University 🎓 GPA: 3.5 📅 2019 📍 Richmond, VA

Coursework: *Event operations, recreation administration, park planning, public program management*

CERTIFICATIONS

- FEMA IS 100.c, Introduction to the Incident Command System 📅 2024
- FEMA IS 700.b, National Incident Management System 📅 2024
- Valid Virginia Driver's License 📅 2026

TECHNICAL SKILLS

- **Event Planning Software:** GIS mapping, event planning software, site layouts
- **Site Operations:** Staging, tents, generators, sound systems
- **Safety Management:** Emergency procedures, risk assessment, safety checklists
- **Traffic Control:** Pedestrian flow, traffic routes, barricades
- **Permits and Licensing:** Permits, licenses, operating approvals
- **Procurement Administration:** Scopes of work, specifications, estimates
- **Contract Administration:** Contractors, deliverables, invoices
- **Workforce Supervision:** Technician scheduling, crew briefings, evaluations
- **Equipment Management:** Inventory, maintenance, deployment

- **Event Documentation:** Maps, work orders, safety files

PROFESSIONAL AFFILIATIONS

- Member, International Festivals and Events Association, supporting peer exchange in event operations.
- Participant, Virginia recreation and parks professional network, sharing practical program delivery knowledge.

ADDITIONAL INFORMATION

Work Status : Authorized to work in United States. No sponsorship required.

REFERENCES

AVAILABLE ON REQUEST