



# Tony Evers

Office of the Governor | State of Wisconsin

## SCHEDULING DIRECTOR

Governor Tony Evers is seeking a Scheduling Director. The Scheduling Director manages the governor's schedule as well as the Scheduling and Advance team, which plans and executes all logistical aspects of the governor's public events.

The ideal candidate will have a proven ability to develop a message-based schedule, oversee event planning, and manage staff.

### Job Responsibilities

The Scheduling Director will report to the Chief of Staff in Madison.

Specific job duties include:

- Communicate between departments to build out an intentional schedule that effectively prioritizes use of the governor's time.
- Manage all aspects of planning the governor's meetings and public events, including writing briefing materials.
- Work with the Advance, Communications, Outreach and Legislative departments to ensure the governor's events are well executed and that the right people are informed and involved.
- Communicate effectively with agencies, elected officials and stakeholders regarding scheduling requests and/or coordination between principals

### Qualifications

Governor Evers is seeking candidates who excel in organization and event execution and can adapt to a fast-paced workplace. You should have:

- Experience managing projects and communication across departments.
- Experience managing staff.
- A demonstrated high standard for planning and executing events with principals.
- A developed understanding of how to manage a principal's time.
- The ability to communicate effectively with internal and external partners.

### Compensation

- Salary range \$60,000 to \$65,000 annually, commensurate with experience.
- Generous benefits package.

The Office of Governor Tony Evers is an equal opportunity employer, and it strives to recruit and retain high quality staff who are committed to increasing the diversity of the organization.

### How to Apply

- Send a cover letter and resume to Deputy Chief of Staff, Kara Pennoyer, at [Kara.Pennoyer1@wisconsin.gov](mailto:Kara.Pennoyer1@wisconsin.gov).