



# Tony Evers

Office of the Governor | State of Wisconsin

## ADVANCE SPECIALIST

Governor Tony Evers is seeking a full-time Advance Specialist to join the Scheduling and Advance team in preparing on-the-ground logistics for the governor's public events across the state.

### Job Responsibilities

The Advance Specialist will travel to the governor's public events prior to his arrival to ensure that setup, run-of-show, and the governor's movements are confirmed and clearly communicated with the venue, event hosts, and staff. The Advance Specialist reports to the Advance Director and is responsible for the following:

- Communicating all necessary day-of event details with the governor's traveling staff, scheduling team, and security detail.
- Working with venues to ensure the event set up suits the needs and purpose of each event.
- Working with outside organizations to ensure that all event participants are equipped in their roles.
- Positively representing the Governor's Office in all aspects of the role.

### Qualifications

Governor Evers is seeking candidates who excel in working both on a team and independently, can adapt quickly to changes, and is a top-notch problem-solver. You should have:

- Strong interpersonal communication skills.
- The ability to think on your feet and adapt quickly to changes.
- Strong organizational skills and the ability to work in a fast-paced, deadline-oriented environment.
- The desire to execute at a top-quality standard every day.
- The ability to spend roughly 50% of the week on the road, sometimes more (a state vehicle will be available for your work travel).
- Experience in government, campaigns, or advocacy.
- Experience in event planning or logistics.

### Compensation

- Salary range: \$40,000-48,000 annually, based on experience.
- Generous benefits package.

The Office of Governor Tony Evers is an equal opportunity employer that 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 Advance Director, Amelia Neas, at [amelia.neas@wisconsin.gov](mailto:amelia.neas@wisconsin.gov)