



# Tony Evers

Office of the Governor | State of Wisconsin

## Advance Deputy Director

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

### Job Responsibilities

The Advance Deputy Director, based in Madison, travels to the governor's public events ahead of the governor to ensure that setup, run-of-show, and the governor's movements are determined and clearly communicated with the venue, event hosts, and staff. The Advance Deputy Director 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 physical set up of rooms suit the needs and purpose of each event.
- Working with outside organizations involved in events 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 in a team environment, can adapt quickly to changes, and is a top-notch problem solver. You should have:

### Requirements

- Strong interpersonal communication skills
- 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
- Desire to execute at a top-quality standard every day

### Preferred Qualifications

- Some experience in government, campaigns, or advocacy
- Experience in event planning or logistics

### Compensation

- Salary range: \$35,000 - \$40,000 annually, based on experience.
- Generous benefits package.

The Office of Governor Tony Evers is an equal opportunity employer, and 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)