



Tony Evers

Office of the Governor | State of Wisconsin

Advance Specialist

Governor Tony Evers is seeking an Advance Specialist to join his Madison office. The Advance Specialist is responsible for preparing on-the-ground logistics for the governor's public events across the state, helping prepare the governor's events and briefing materials, and helping manage internal databases.

Job Responsibilities

The Advance Specialist travel to the governor's public events prior to his arrival to ensure that setup, run-of-show, and the governor's movement are confirmed and clearly communicated with the venue, event hosts, stakeholders, and staff. The Advance Specialist reports to the Scheduling and Advance Director and will be based in Madison.

Specific job duties include:

- Work and communicate effectively with venues, stakeholders, and governor's staff to ensure the physical set up of events suits the needs of each event, ensure participants are equipped in their roles, and event attendees are properly set.
- Ensure each public event runs smoothly from start to finish.
- Plan and coordinate large events for the office. This includes learning to work with amplified sound and event props like step and repeats, flags, pipe and drape set ups, podiums, other signage, etc.
- Develop and collaborate on daily preparation materials for the governor ahead of events—this includes collaborating with other department and state agencies to get the necessary information, data, and research for daily materials.
- Positively represent the Governor's Office in all aspects of the role.
- Other duties as assigned

Qualifications

The ideal candidate will be a highly organized and detail-oriented person who excels in working both on a team and independently, can adapt quickly to changes, responds constructively to feedback, and is a top-notch problem solver.

Requirements

- A driver's license, ability to drive, and coordinate maintenance of a state vehicle.
- Strong interpersonal communication skills.
- Open to feedback and continuous improvement
- Ability to think on your feet and adapt quickly to changes.
- Commitment to internal collaboration.
- Strong organizational skills and the ability to work independently in a fast-paced, deadline-oriented environment.
- Desire to execute at a top-quality standard every day.
- The ability to spend 75% of the week on the road, sometimes more; a state vehicle will be available for your work travel.

Compensation

- Salary range \$40,000 to \$48,000 annually.
- Generous Benefit Package Available.

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 Corissa.Uselmann@wisconsin.gov