

**\*\*\*\*\*JOB OPPORTUNITY\*\*\*\*\***  
**NON-APPROPRIATED FUND (NAF) POSITION**  
**\*\*\*AMENDED 8/29/2016: Closing Date extended to 9/7/2016\*\***

**ANNOUNCEMENT NUMBER:** 16-236R

*Applicants who previously applied to vacancy announcement number 16-236 must re-apply.*

**POSITION TITLE:** ENTERTAINMENT SPECIALIST, NF-1101-03

**SALARY:** \$23,000 - \$35,000 per year (plus post allowance)

**EMPLOYMENT CATEGORY:** Regular Full-Time (40) hours per week  
(Required to work evenings, weekends, holidays and rotating shifts)

**LOCATION:** Commander, Navy Region Europe; Fleet and Family Readiness (FFR); Morale, Welfare & Recreation (MWR); Community Recreation Division; NSA Naples, Italy

**AREA OF CONSIDERATION:** Local U.S. Citizens that are 1) Current permanent NAF/APPR employees; or 2) Spouses of active duty military members; or 3) Family members of active duty military member; or 4) Family members of DoD civilians.

***Note:** The NATO Status of Forces Agreement (SOFA) between Italy and the United States prohibits the hiring of any person who holds Italian citizenship and is considered a Dual National by the Italian Government into any U.S. position. Those U.S. citizens who are considered "ordinarily resident" in Italy are also ineligible for employment by U.S. commands and activities in Italy.*

**OPENING DATE:** August 22, 2016

**CLOSING DATE:** September 7, 2016

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**INTRODUCTION:**

This position is located in Community Activities; Morale, Welfare and Recreation Department at U.S. Naval Support Activity, Naples, Italy and assists with planning, developing, organizing, implementing and evaluating base-wide entertainment program activities that promote a happy, healthy lifestyle and positive use of leisure time for the NSA Naples community.

**MAJOR DUTIES AND RESPONSIBILITIES:**

Assists in developing a comprehensive community entertainment program that includes scheduling, organizing, publicizing, directing and evaluating both recurring and non-recurring activities. Coordinates special events, and joint community programs with managers of other recreation areas such as mission essential staff, ITT, Liberty, Youth activities, etc. and ensures effective use of facilities and resources. Assists in the development of a comprehensive and diversified spectrum of performing arts activities to include vocal music, instrumental music, music listening, technical and recorded music, theater appreciation, and unit level entertainment programming. Helps provide a diversified spectrum of commercial entertainment. Assists in the planning and management of entertainment functions to include, but not limited to, indoor and outdoor concerts, shows, carnivals and special holiday events.

Assists in preparation and justification of the annual operating budget (APF and NAF) to be included in the overall recreation department budget submission. Budget requests are based on needs assessment of the population served and include projected payroll, equipment, awards, training, travel and lodging, maintenance and upkeep of facilities. Makes hotel

reservations for performers, technicians, etc., transportation arrangements for pickup of passengers, luggage and equipment to ensure timely arrivals and departures.

**QUALIFICATIONS:**

Three (3) years of related general experience that equipped the applicant with the particular knowledge, skills and abilities to perform successfully the duties of the position and that is typically in or related to the work of the position to be filled, with at least one (1) year of which demonstrating the ability to analyze problems to identify significant factors, gather pertinent data and recognize solutions; plan and organize work; and communicate effectively orally and in writing.

**OR**

Bachelor's degree from an accredited college or university (Note: If qualifying based on education, must provide copy of degree or transcripts).

**Knowledge required by the position:**

Knowledge of the goals, philosophy, principles, techniques and methods of the MWR entertainment program to organize, plan, administer and conduct indoor/outdoor programs.

Knowledge of scope of activities and suitability for individuals, groups, ages and interests.

Knowledge of the Navy and DoD recreation systems and Navy mission.

Ability to evaluate needs, to plan, organize, budget for, advise on and administer a comprehensive entertainment program. Ability to successfully market programs and motivate eligible patrons to attend.

Ability to utilize resources effectively and creatively and work within the constraints of the overseas programming factors. Experience working in an overseas environment preferred.

Technical knowledge is required to include staging of shows and setting up musical or special equipment, considering sound and light systems, safety and security regulations, etc.

Experience working with Navy Community Recreation programs such as Tickets & Travel, Entertainment, Auto Skills, Special Events, Outdoor Recreation or Liberty is preferred.

A valid U.S. driver's license is required.

**BENEFITS:**

A comprehensive benefits package is available.

**HOW TO APPLY:**

Send resume and applicable required documentation (see below) via email to [NAFPersonnel@eu.navy.mil](mailto:NAFPersonnel@eu.navy.mil) or by fax to 011-39-081-568-8014. Reference the vacancy announcement number and position title on your submission and ensure your resume contains all the information required in this vacancy announcement. Completed resume package must be received by 11:59pm Local Time on the closing date.

Please direct inquiries to: [NAFPersonnel@eu.navy.mil](mailto:NAFPersonnel@eu.navy.mil)

**REQUIRED DOCUMENTS:**

*All applicants must provide the following documents. Failure to provide the vacancy announcement number and all the documentation required in the vacancy announcement may result in non-consideration.*

- Resume
- If qualifying based on education, copy of degree or transcripts.
- Signed [Declaration of Federal Employment, OF-306](#)
- [Overseas Residency Questionnaire](#)
- Copy of **U.S. Government no-fee passport** showing your picture, passport number, expiration date, and visa stamp page
- Copy of **Sojourner's Permit** or a copy of your receipt of application if you have just applied for it
- **If Family Member/Spouse:** [Preference Entitlement Survey](#) and/or [Military Spouse Preference \(MSP\) Program](#) acknowledgment, with a complete and legible copy of sponsors PCS orders
- **If Former or Current NAF/APF Employee:** Most recent SF-50 or Personnel Action Report (PAR)
- **If Veteran:** DD-214, Certificate of Release or Discharge from Active Duty

**OTHER INFORMATION:**

Some positions have special requirements. Selection may be tentative pending the completion of these requirements. Applicants may be required to submit proof of education, participate in medical screening, drug testing, etc. All selections are contingent upon satisfactory employment reference checks. Employment is subject to successful National Agency Background Check. As a condition of employment, the selectee will be required to participate in the Direct Deposit/Electronic Fund Transfer within the first 30 days of employment.

The Department of Navy (DON) is an Equal Employment Opportunity Employer. All qualified candidates will receive consideration without regard to race, color, religion, sex, national origin, age, disability, marital status, political affiliation, sexual orientation, genetic information or any other non-merit factor. The DON provides reasonable accommodation to applicants with disabilities. Applicants with disabilities who believe they require reasonable accommodation should call 011-39-081-568-5612 or e-mail their request to [NAFPersonnel@eu.navy.mil](mailto:NAFPersonnel@eu.navy.mil) to ensure proper consideration. The decision to grant an accommodation will be made on a case-by-case basis.