

******* JOB OPPORTUNITY*******
NON-APPROPRIATED FUND (NAF) POSITION

ANNOUNCEMENT NUMBER: 16-236

POSITION TITLE: ENTERTAINMENT SPECIALIST, NF-1101-03

SALARY: \$11.02 - \$20.00 Per hour (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 Program,
Naples, Italy

AREA OF CONSIDERATION: Current Community Recreation Division permanent employees only .

***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: July 08, 2016

CLOSING DATE: July 22, 2016

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

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. The employee coordinates special events, and joint community programs that ensure effective use of facilities and other 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. Responsible for assisting 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 (APR 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. Coordinates program efforts with managers of other recreation areas such as mission essential staff, ITT, Liberty, Youth activities, etc.

QUALIFICATIONS AND REQUIREMENTS:

Three years of general experience that demonstrates knowledge and skill as an entertainment specialist, one of which must have been equivalent to the NF-02 grade level. General experience is defined as 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.

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. 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.

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.

A valid U.S. driver's license and government vehicle license are 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 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

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
- Proof of education (copy of transcripts, certificates, degree)
- 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 applicable, candidates must also provide:

- **Family Members/Spouses:** [Preference Entitlement Survey](#), Military Spouse Preference (MSP) Program acknowledgment, and a complete and legible copy of sponsors PCS orders
- **Former/Current NAF/APF Employees:** Most recent SF-50 or Personnel Action Report (PAR)
- **Veterans:** 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.

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, 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 to ensure proper consideration. The decision to grant an accommodation will be made on a case-by-case basis.