MICHIGAN SENATE
SENATE MAJORITY LEADER
POSITION POSTING

CAUCUS ADVANCE DIRECTOR

SUMMARY:
Under the direction of the Senate Majority Leader and supervised by the Deputy Chief of Staff, the Caucus Advance Director directs and oversees the Advance Team in the strategic planning, logistics, and execution of official public events, press conferences, and district tours for the Senate Majority Leader and Majority Caucus Members. The Caucus Advance Director ensures all public-facing legislative events effectively highlight Majority Caucus priorities and advises leadership and member offices on event strategy, staging, and protocol.

ESSENTIAL JOB FUNCTIONS:
- Provides direction, supervision, and oversight of Advance Team staff, including the SML Advance Liaison and Advance Leads
- Directs the end-to-end planning, site selection, staging, and execution of official press conferences, bill signings, policy rollouts, town halls, and statewide tours for the Senate Majority Leader and Majority Caucus
- Collaborates closely with the Communications, Digital, and Policy teams to design visual staging and event concepts that amplify legislative priorities and maximize earned and digital media coverage
- Oversees the development and distribution of comprehensive briefing books, run-of-show schedules, and logistical memos for the Senate Majority Leader and participating Senators prior to events
- Serves as the primary liaison to the Executive Office of the Governor, state departments, local municipalities, and community stakeholders when coordinating joint official events
- Establishes and maintains security and safety protocols for official caucus events in coordination with the Michigan State Police, Capitol Security, and local law enforcement agencies
- Advises Majority Caucus Member offices on best practices for local district events, town halls, and public forums, as needed
- Manages the caucus advance calendar, deploying Advance Team personnel across the state to cover high-priority legislative events

SECONDARY DUTIES AND RESPONSIBILITIES:
- Performs other duties, as assigned by the Deputy Chief of Staff, the Senate Majority Leader, or Majority Caucus Member offices

EDUCATION/EXPERIENCE:
- Bachelor's degree required; advanced academic degree or professional certification in communications, event management, public administration, or a related field preferred

- Five years of experience in high-level event production, political or governmental advance, or public relations, or three years of experience managing executive advance and logistics at the local, state, or federal level required
- Previous managerial and team leadership experience preferred
- Other combinations of education and experience evaluated on an individual basis

SKILLS AND KNOWLEDGE REQUIRED:

- Extensive expertise in executive advance work, including site walkthroughs, crowd management, audio/visual (A/V) staging, press riser setup, and VIP protocol
- Strong command of visual communications and media production requirements to ensure events are optimized for television, print, and social media capture
- Ability to remain calm, decisive, and adaptable in high-pressure, fast-paced environments with rapidly changing schedules
- Thorough knowledge of Michigan geography, state government protocol, and statutory rules governing the use of official legislative resources for public events
- Exceptional organizational, written, and interpersonal communication skills to coordinate seamlessly with elected officials, senior staff, and external partners
- Valid Michigan driver's license, clean driving record, and willingness to travel extensively throughout the state

Ability to use diplomacy, discretion, and good judgment when disseminating information
This job description is not intended as a comprehensive list of all of the duties required of this position. Additional duties may be assigned from time to time, and the listed duties are subject to change at any time, with or without notice.

STATUS: Salaried, with a standard benefit package
SALARY: $90,000 - $120,000, based on experience
GOVERNING CAUCUS: Democratic

This is a non-civil service, at-will position.

Applications will be accepted until position is filled.
Interested applicants, please submit a cover letter and resume with the subject line "Caucus Advance Director" to:

Human Resources
PO Box 30036
Lansing, MI 48909
Email: Resume@senate.michigan.gov

The Michigan Senate considers applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, height, weight, disability, marital status, sexual orientation, gender identity or expression, or any other legally protected status. If you are a person with a qualified disability, you may request any needed reasonable accommodation to participate in the application, testing, and/or interview process by contacting the Senate ADA Coordinator at 517-373-1675.