

EXPOSITION CENTER MANAGER

FUNCTION OF THE JOB

Under direction, performs work involving the promotion, booking, coordination of events, contracting of services, operational, and financial management of the County's Exposition Center; performs other duties as required.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES

1. Promotes, schedules, leases, coordinates, and maintains the facilities for-profit, non-profit, and free use for recreation events, trade shows, conventions, business meetings, government use, and exhibits.
2. Develops networks and maintains effective relationships with boards, businesses, agencies, hotels, service clubs, community groups and organizations to encourage continual and regular use of the Exposition Center.
3. Promotes use of the Exposition Center through presentations, advertising, sales calls, and other forms of public relations.
4. Works with departmental communications team to develop promotional and collateral materials, press releases, and social media campaigns; maintains the Exposition Center website.
5. Analyzes client needs for specific facilities and services and determines event fees, negotiates, and prepares quotes, contracts, or other agreements in the best interest of the facility.
6. Assists in the supervision and coordinates activities for each event for a more efficient and attractive presentation.
7. Approves bid specifications, purchases, and renewal agreements; manages supplies and equipment for the Exposition Center.
8. Coordinates food and beverage service operations including recommending caterers for approved list, reviewing caterers for compliance to rules, and recommending appropriate services based on the needs of the client.
9. Coordinates other support and service manpower, security guards, technicians, and box office personnel when necessary.
10. Assists in developing general policies and procedures pertaining to the Exposition Center's operation.
11. Selects, supervises, trains, and evaluates the department staff and handles any personnel issues.
12. Assists in the financial management of the facilities including preliminary preparation of the annual budget, recommendation of rental rates, and collection of contracted fees for events.
13. Establishes and maintains effective working relationships with employees, other administrative officials, various committees or boards, clients, and the general public.
14. Prepares and makes written and oral reports regarding the operation of the Exposition Center.
15. Maintains prompt, predictable, and regular attendance.
16. Performs other duties as required.

QUALIFICATIONS

Essential Knowledge and Abilities

1. Thorough knowledge of the techniques, principles, and physical arrangements involved in the promotion, advertisement, and presentation of public entertainment and attractions.
2. Thorough knowledge of codes, ordinances, policies, procedures, risk management, safety protocols, and emergency procedures to maintain a safe and inclusive venue.
3. Thorough knowledge of the principles and practices of public information and public relations.

QUALIFICATIONS

Essential Knowledge and Abilities (continued)

4. Considerable knowledge of administrative, managerial, and supervisory principles and practices.
5. Working knowledge of the modern purchasing principles and techniques.
6. Working knowledge of budgeting processes for a large event facility.
7. Working knowledge of the principles of modern public administration.
8. Working knowledge of computerized department program software, internet access, and database, spreadsheet and word processing programs.
9. Ability to plan, organize, promote, and supervise various events.
10. Ability to develop and implement administrative procedures of large scale operations and to evaluate their effectiveness.
11. Ability to establish and maintain effective working relationships with employees, other administrative officials, various committees or boards, clients, and the general public.
12. Ability to effectively interact with sensitivity with persons from diverse cultural, socioeconomic, educational, racial, ethnic and professional backgrounds, and persons of all ages and lifestyles.
13. Ability to speak and write clearly, concisely, informatively, effectively, and persuasively.
14. Ability to prepare financial reports and statements.
15. Ability to think strategically.
16. Ability to maintain accurate and complete records and to prepare clear and detailed reports.
17. Ability to utilize word processing, database, and spreadsheet programs.

Training and Experience

1. High School Diploma or GED.
2. Eight (8) years of work experience involving public relations, customer service and sales promotion, four (4) years of which were at a responsible level.
3. Graduation from a recognized college or university with a bachelor's degree in business, public administration, hospitality, marketing, communications or a closely related field may be substituted on a year-to-year basis for four (4) years of work experience. (Note: At least three (3) years of work experience must be at a responsible level.)