

JOB DESCRIPTION EXECUTIVE DIRECTOR



SUMMARY

The Executive Director is responsible for the overall management of the facility, providing leadership and direction to all departments and staff. This person serves as the primary liaison between VenuWorks and the City of Thief River Falls.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

1. Direct the policy, development, programming, financial management, marketing, operations and community relations for the facility.
2. Develops policy recommendations for approval and implements the policy.
3. Responsible for financial management, including budget development, overview of financial and accounting systems, financial projections and controls, and personnel management.
4. Ensure proper communication between facility staff, VenuWorks and the Client through ongoing verbal and written reports.
5. Complete performance appraisals for direct reports and make salary recommendations.
6. Initiate and oversee programming for facility, including contracting for concert, conventions and events, receptions and exhibitions.
7. Ensure efficient and effective operation, including capital maintenance and improvement projects.
8. Represent the facility in a positive manner to the community, convention and hospitality industries, colleges and universities, and other agencies.
9. Management of in-house food/beverage operation including but not limited to full-service catering and concessions.
10. Responsible for publicly promoting the facility through speaking engagements, media interviews and other public appearances.
11. Other tasks as may be assigned.

SUPERVISORY RESPONSIBILITIES

Direct reports include director/manager level full time personnel at the facility.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed above are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

1. Bachelor's degree from four-year College or university in applicable discipline and at least five (5) years' experience in the management of a similar facility, or equivalent combination of education and experience.
2. Advanced knowledge of current management and leadership principles.
3. Advanced knowledge of the management of applicable events.
4. Demonstrated knowledge of all aspects of public assembly facility management operations, including fiscal control, policy development, marketing, and event management.

CERTIFICATES / LICENSES / REGISTRATIONS

1. Certified Facility Executive (CFE) or other similar professional designation preferred.

LANGUAGE SKILLS

1. Ability to read, analyze, and interprets general business periodicals, professional journals, technical procedures or governmental regulations.
2. Ability to speak in public, both in person and via various media outlets.
3. Ability to write reports, business correspondence, and procedural manuals.
4. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.
5. Ability to speak and understand English.

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MATHEMATICAL SKILLS

1. Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.
2. Ability to calculate figures and amounts, interest, commission, proportions, and percentages and apply them to practical situations.

REASONING ABILITY

1. Ability to solve complex problems with sensitivity and diplomacy, while displaying decisive executive leadership.
2. Ability to define problems, evaluate data, establish facts, and draw valid conclusions.
3. Ability to maintain a calm, composed presence in an often fast-paced environment where multiple tasks, events and stimulus may occur simultaneously.
4. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to sit and reach with hands and arms; stand; walk; use fingers to finger, handle or feel; and climb or balance. The employee is occasionally required to stoop, kneel, crouch, or crawl.
2. The employee must occasionally lift and/or move up to 25 pounds.
3. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, color vision and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. While performing the duties of this job, the employee is occasionally exposed to moving mechanical parts; fumes or airborne particles; and outside weather conditions.
2. The noise level in the work environment is usually moderate.

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CONCLUSION

The above statements are intended to describe the general nature and level of work being performed by the person assigned to this position. This is not an all-inclusive list of responsibilities, duties, and skills required of personnel so classified. Further, this job description is not intended to limit or in any way modify the right of any supervisor to assign, direct, and control the work of any employee under his/her supervision. I understand that employment is at the will of the employer and either the employer or the employee may terminate the employment with or without cause at any time.

I have read and understand this Job Description and confirm that I meet the minimum requirements and can perform the essential duties and responsibilities as listed herein.

Employee Signature:		Date:	
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