

JOB DESCRIPTION EXECUTIVE DIRECTOR



Facility Name:	PELHAM CIVIC COMPLEX
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JOB INFORMATION

Job Title:	Executive Director	Department:	Administration
Reports To:	Regional Vice President	FLSA Status:	Exempt <input checked="" type="checkbox"/> Non-Exempt <input type="checkbox"/>
Prepared By:	Angela Bohlen	Date Prepared:	12/06/2022
Approved By:	Angela Bohlen	Approved Date:	

ABOUT US

Managed by VenuWorks of Pelham, LLC., the Pelham Civic Complex is a 4,100-seat multi-purpose arena in Pelham, Alabama. Home of the Birmingham Bulls, Southern Elite, and Pelham Skate School, it features two NHL size ice skating rinks with a holding capacity of 500 skaters, ice skating birthday party rooms, and a 7,000 square foot, multi-purpose, banquet and conference area.

SUMMARY

The Executive Director is responsible for the overall operational and financial management of the Pelham Civic Complex, providing strategic leadership and direction to all departments and staff, consistent with operating expectations of VenuWorks, Inc. This person serves as the primary liaison between VenuWorks, the City of Pelham, Birmingham Bulls, other onsite tenants of the complex, and patron services.

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

1. Maintains active control and compliance with all provisions the operating services agreement.
2. Responsible for financial management, including budget development, overview of financial and accounting systems, financial projections and controls, and personnel management.
3. Ensure proper communication between Complex staff, VenuWorks and the City of Pelham through ongoing verbal and written reports. Coordinate with both property and corporate personnel in the fulfillment and execution of all event related matters.
4. Develop and maintain relationships with regular users of the Venue. Be responsive to requests from these groups and other users of the venue, while maintaining access for community group use.
5. Plan and direct ongoing future focused and sustainable development, programming, financial management, marketing, operations and community relations for the Complex. Seek new sources of revenue.
6. Initiate and oversee programming for the Complex, including contracting for concerts, banquets, conventions, and other events, receptions and exhibitions.
7. Ensure efficient and effective operation, including capital maintenance and improvement projects. Recommend for the annual business plan a schedule of capital improvement projects. Supervise purchase and completion of projects as they are approved.
8. Develops operational policy recommendations for approval and implements the policy.
9. Oversee the administration of personnel and the operation of the Complex are conducted in accordance with applicable local, state and federal regulations. Complete performance appraisals for direct reports and make salary recommendations.
10. Represent the facility in a positive manner to the community, convention and hospitality industries, colleges and universities, and other agencies. Responsible for publicly promoting the facility through speaking engagements, media interviews and other public appearances.
11. Management of all skate school operational and compliance requirements.
12. Management of in-house food/beverage operation including but not limited to full-service catering and concessions.
13. Other tasks as may be assigned.

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SUPERVISORY RESPONSIBILITIES

Carry out supervisory responsibilities in accordance with VenuWorks policies and applicable laws. General oversight of all staff engaged in any form of operating the complex. Provide direct supervision of all director/manager level full-time personnel at the facility. Responsible for planning, assigning and directing work; appraising performance, rewarding, disciplining in accordance with Human Resources, addressing complaints and resolving problem.

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, event management, and ice related activities, events, and ice maintenance.

CERTIFICATES / LICENSES / REGISTRATIONS

1. Certified Venue Executive (CVE) 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.

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

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- 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.

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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