

JOB DESCRIPTION

Executive Director – Cedar Rapids



SUMMARY

The Executive Director is responsible for the overall management of the Cedar Rapids entertainment venues consisting of the Alliant Energy Powerhouse, ImOn Ice, McGrath Amphitheatre, and Paramount Theatre, as well as maintaining direct oversight of the Destination Marketing Organization (DMO) locally known as the Cedar Rapids Tourism Office. This position serves as the primary liaison between VenuWorks and all venue and CVB stakeholders.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Provide cohesive leadership and direction to all departments and staff.
2. Oversight and administration for each of the venue's operating units, including; financial management, sales & marketing, operations, programming, and community relations.
 - a. Financial Management: In conjunction with the Director of Finance, essential duties include budget development, overview of financial and accounting systems, financial projections and controls, and personnel management for all business units under the management of VenuWorks of Cedar Rapids, LLC.
3. Oversight and administration of the Cedar Rapids Tourism Office focused on responding to RFP's and incentivizing meeting planners and governing bodies from across the country to hold their conventions and sporting tournaments in Cedar Rapids through a number of methods including: national marketing campaigns; sales staff travel; familiarization tours; publication of an annual Destination guide; and coordinating local servicing and housing.
4. Administration and oversight of specific plans and programs prescribed by VenuWorks' corporate direction, to include: Human Resources, Sales and Marketing, quality assurance, operational efficiency, safety/emergency procedures, and crowd control.
5. Research, develop, and maintain relationships with artist agents, artist management as well as local, regional and national promoters.
6. Ensure efficient and effective operation, including capital maintenance and improvement projects.
7. Ensure proper communication between departmental staff, VenuWorks and clients through ongoing verbal and written reports.
8. Initiate and oversee programming for all managed venues including contracting for concerts, conventions and events, receptions and exhibitions.
9. Management of in-house food and beverage operation including, but not limited to, full-service catering and concessions.
10. Responsible for publicly promoting the venues through speaking engagements, media interviews and other public appearances. Represent the business units in a positive manner to the community, convention and hospitality industries, colleges and universities, and other agencies.
11. Complete performance appraisals for direct reports and make salary recommendations.
12. Completing annual reporting and communicating successes to stakeholders and clients.
13. Greet the general public and clients in a courteous manner, directing guests to the appropriate person or area.
14. Perform 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.

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EDUCATION and/or EXPERIENCE

1. Bachelor 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.
5. A demonstrated ability to follow directions and complete assigned tasks with a minimum of instruction and supervision is essential.

CERTIFICATES / LICENSES / REGISTRATIONS

1. Certified Facility Executive (CFE), Certified Meeting Planner (CMP) and/or other similar professional designation preferred.

LANGUAGE SKILLS

1. Ability to read, analyze, and interpret 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.
2. 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.
3. The employee must occasionally lift and/or move up to 25 pounds.
4. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, color vision, and ability to adjust focus.

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WORK ENVIRONMENT

The work environment characteristics described here are representative of those an encounter 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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