

BENEFITS

MONTHLY SALARY \$3,000.00 -
\$3,575.16

Starting salary will depend on education and work experience.

INCLUDES: MEDICAL, DENTAL, VISION, RX AND \$50,000 LIFE INSURANCE PAID BY COUNTY, AIR AMBULANCE MEMBERSHIP, ANNUAL LEAVE, AND SICK LEAVE.

QUALIFICATIONS

Management/Marketing experience preferred.

Capable of operating in Microsoft Office applications.

Ability to supervise the work of others.

Ability of communicate with employees, co-workers, volunteers, management staff and guests in a clear, business-like and respectful manner which focuses on generating a positive, enthusiastic and cooperative work environment.

Ability to speak, read and write in English.

Ability to work well in a team-oriented, fast-paced, event-driven environment.

Must be willing to travel as needed.

RESPONSIBILITIES

Oversees overall operations of the venue.

Sets up regularly scheduled maintenance, repairs, and cleanings including annual inspections.

Ensures appropriate licensing and permits are obtained, renewed and followed by venue and staff.

Direct interaction and communication with promoter(s) for even layouts and event operating hours.

Works with promotor or Board of County Commissioners (BOCC) for needed outside vendor needs.

Responsible to ordering, stocking and tracking inventory on regular and consistent basis, as well as tracking sales, cost of goods, and other related reports.

Establishes and maintains food and beverage relations.

Responsible for health and safety compliance within food and beverage department and staff.

Work with the BOCC on department budget, labor and product costs.

Leads food and beverage team with projects including training, inventory and special events.

Maintains an active presence on social media platforms using Facebook, Instagram, and Twitter.

Creates marketing plans for shows including advertising buys

Work with local community partners to build relationships and potential sponsorships

All other duties as assigned by the BOCC.