

COLISEUM DIRECTOR - 031

DEFINITION OF WORK

Under general supervision, performs complex professional and administrative work directing the operation of the City's Coliseum facilities; does related work as required.

EXAMPLES OF WORK

Directs the operations of the Coliseum and related facilities involving bookings, arrangements, sales and facilities maintenance; promotes and publicizes the facilities; initiates and develops proper investigations of all prospective venues; solicits venues from all areas of the country, manages all necessary phases of coliseum business; directs contracts negotiations for performers with major agencies; determines required space for meeting rooms and exhibit areas; provides information about and assists in arranging space; makes available to coliseum officials full information concerning City activities; conducts management briefings of all arrangements made on behalf of the coliseum with management, the Board and other persons responsible for coliseum arrangements; serves as secretary of the citizen's advisory committee concerned with policies and procedures; formulates and enacts departmental policies and procedures; prepares annual operating and capital budget requests.

EMPLOYMENT STANDARDS

Education and Experience: Any combination of education and experience equivalent to a bachelor's degree in business administration or a closely related field and extensive experience in the operation of convention/coliseum facilities, including experience in planning, designing and displaying exhibits.

Knowledge, Skills and Abilities: Comprehensive knowledge of methods, materials and equipment used in convention/coliseum facility operations; comprehensive knowledge of methods and techniques of events set-ups, changeovers and tear downs; comprehensive knowledge of the occupational hazards and safety precautions of the work; ability to prepare estimates and order materials for building construction and repair jobs; ability to exercise independent judgment in determining operating conditions; ability to prepare plans and detailed reports; ability to supervise and coordinate the work of skilled, semi-skilled or unskilled workers on a large scale over a wide area.

