

COLISEUM OPERATIONS SUPERVISOR - 120

DEFINITION OF WORK

Under regular supervision, performs difficult professional work supervising the operation of the City's Coliseum facilities; does related work as required.

EXAMPLES OF WORK

As Coliseum Manager, takes the lead in seeking new building lessees and promoters; coordinates building bookings and uses with events coordinators; arranges with promoters the setting up of the coliseum and ticket prices for each event; instructs maintenance personnel as to how Coliseum should be set up; coordinates technicians for each event; employs additional part-time help required and ensures that ticket sellers, ticket takers, parking attendants and ushers are notified as to date and time of each event; takes inventory of concessions on hand and orders what is needed for each event; counts tickets on a ticometer and distributes them to various ticket outlets; completes financial records for each event.

EMPLOYMENT STANDARDS

Education and Experience: Any combination of education and experience equivalent to a bachelor's degree and considerable supervisory experience in servicing a wide variety of recreational, cultural and convention events.

Knowledge, Skills and Abilities: Thorough knowledge of the principles, methods, and practices of administrative management and institutional operations; thorough knowledge of fire and safety regulations pertaining to public gatherings; ability to speak effectively and to write reports and related material; ability to plan and organize activities involving diverse personnel and scheduled deadlines; ability to establish and maintain effective relations with others.

