

DIRECTOR OF EVENT SERVICES

Minneapolis Convention Center
City of Minneapolis

Closes: Monday, March 7, 2005

The Position: The Director of Event Services (an appointed, exempt position) is part of the executive level management team and reports to the Executive Director of the Minneapolis Convention Center. The incumbent will participate in all facets of budget preparation and management, policy creation and review, and strategic planning.

Responsibilities:

- Manage the daily operation of all event-related services including event management, set-p/changeover, audio-visual, guest services, exhibitor services, internet/network services, and a business center.
- Ensure the professional production of all events in the Convention Center and maintain ongoing relationships with a wide variety of clients.
- Oversee all event-related contract services operating in the facility including, but not limited to, decorators and audio-visual providers and work with local officials to ensure that applicable life-safety and fire codes are adhered to on an ongoing basis.

Position Qualifications:

Education: Bachelor's degree in Public or Business Administration or a related field

Experience: Three (3) years' experience in the top two levels of management in a public assembly facility **plus** at least two (2) additional years of experience working in the area of event operations.

Equivalency: An equivalent combination of highly related education and work experience may be given consideration. Experience substituted for education at a ratio of two years to one, may be considered.

Background Check: The City has determined that a criminal background check is necessary for certain positions with this job title. Persons offered employment must, as a condition of employment, sign an informed consent allowing the City to obtain their criminal history information in connection with the position sought. Applicants who do not sign the informed consent will not be further considered for the position.

Medical Examination: The City has determined that an offer of employment in this job may be contingent on passing a pre-employment drug and alcohol test.

Other Specifications:

- Strong decision-making and problem-solving skills; excellent written and oral communication skills; demonstrated computer skills.
- Able to develop consensus and foster a team environment.
- Knowledge of the principles of public facility management; event and operational budgeting; applicable life and safety codes; the Americans with Disabilities Act of 1990; collective bargaining; grievance processes; conflict resolution; event planning and production.
- Willing and able to work a varied schedule including days, evenings, nights, weekends and holidays; and to be on-call.

Working Conditions: Varied schedules and on-call; walk/move around large facility; occasionally work around heavy equipment or at heights above 50 feet; pressure to provide quick/final answers/solutions to difficult problems.

Target Hiring: April 2005

Annual Salary: \$85,600. - \$94,611. and the City of Minneapolis Appointed Employee benefits package

Selection Process: Closes Monday, March 7, 2005. Do not submit a City application. Resume and cover letter (which clearly describes how you specifically qualify in **each** of the required areas [listed above]) will be accepted by mail addressed to Brett McNeal, HR Generalist, Minneapolis Convention Center, 1301 Second Avenue South, Minneapolis, MN 55403-2781, faxed to his attention at 612-335-6258 or, as an MSWord Document via email to brett.mcneal@ci.minneapolis.mn.us. Reference Director, Event Services. - A comprehensive review process to assess the degree to which each applicant qualifies for the position. Top ranked candidates will be invited for an on-site job interview. Reference checks will only be conducted on final candidates. The right is reserved to limit the number included in any phase.

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