

Job Title: Civic Center Manager
Department: Administration
Reports To: City Secretary

General Description:

Reports to the City Secretary, the Civic Center Manager provides day-to-day organizational and operational support in the development and execution of events held at the Civic Center, City Auditorium, Special Events, and other events as assigned. This individual is responsible for coordinating with private event producers, conventions, group tours, and to meet all their needs. This is accomplished through telecommunications, email, face-to-face meetings, attending trade shows, and servicing various booked groups. As the Civic Center Manager, you are responsible for promoting Gatesville as a destination. Hours for this position are non-traditional and will vary regularly per event needs, including early mornings, late nights, and weekends.

Essential Job Functions:

Duties include but are not limited to the following:

- On-site point of contact for all events held at the Civic Center, City Auditorium, and other city special events.
- Facilitates operations of events and responds to emergencies, problems, etc.; ensures assigned aspects of events are implemented and controlled according to plans.
- Assists users of facilities by providing technical, security, and/or other requirements; helps in problem resolution and answers questions.
- Maintains accurate and up-to-date records and files for all events before, during and after events.
- Follow-up after each event for the cleanliness of the facility.
- Supervising temporary and volunteer staff.
- Developing and enhancing working relationships with various organizations, non-profit groups, service clubs, and businesses.
- Coordinate or assist with event marketing as needed.
- Support special events and festivals, including planning, administrative support, and coordination of select projects, events, fundraising initiatives, volunteer management activities and other appropriate responsibilities.
- Other duties as assigned.

This position may work directly with city department heads and city staff regularly. The position may also contact volunteers, business owners, community organizations and businesses, and the general public regularly.

Required Skills:

- Educational requirements, high school diploma or GED completion, one year of college course work in the areas of event planning, public relations, recreation, or general studies that directly support the knowledge and skills necessary for the position, or five years equivalent experience.

- Basic knowledge of special event planning and management from prior employment, studies, internships, and/or volunteer work.
- Strong organizational skills.
- Strong interpersonal communication, organizational and computer skills.
- Strong writing skills.
- Ability to multitask and work independently.
- Professional demeanor for interaction with others via phone, email, or in person.

Preferred Qualifications:

- 2-4 years of experience in Civic, Hotel, or Special Event operations.
- Internet/online sales/marketing experience.
- Event planning experience.

Desired Knowledge and Experience:

- Basic principles and practices of public relations.
- Knowledge of applicable computer application software, including word processing, desktop publishing, and spreadsheets.
- Strategic use of social media; Facebook, Twitter, etc.