

The City of Graham Texas is seeking an **Arena Manager**. This position will manage the day-to-day operations of the Young County Arena (YCA) under the direction and control of the City of Graham. Position will be responsible for the management of the Main Arena, Outback Arena, Barclay Meeting Room and all other grounds and equipment related to the YCA. Arena Manager will work cooperatively with the City of Graham Operations Manager and Work Crew Foreman and be directly supervised by the Director of Public Works of the City of Graham. Position is also accountable to the City of Graham Arena Advisory Board.

**Essential Duties and Responsibilities: (Other duties may be assigned)**

**\*\*\*Must have an understanding of "dirt floor" available events to be considered for this role.\*\*\***

- Must be a visible and constant leader at the YCA and be operationally minded
- Books events and oversees and supervises the Operations Manager and Work Crew Foreman to serve facility users throughout the entire event process/lifecycle;
- Implements marketing and promotional strategies; schedules and maintains the booking calendar
- Must be willing to entertain and book other types of events outside of an equestrian/livestock portfolio
- Must work with the Director of Public Works to coordinate schedules for the care and maintenance of the facility
- Acts as the key facility operational liaison for event promoters, licensees, exhibitors, users and tenants (collectively facility "Users") assisting with planning and organizing events; guide Users in preparation of events and interpreting and explaining contract provisions, policies and procedures, and costs
- Monitors events, maintaining close contact with Users and facility staff to ensure successful events
- Ensures that staff is trained in required work methods, policies and procedures; oversees staff development.
- Responsible for the preparation, management and tracking of the YCA operating budget, and the maintenance of accurate accounting records for revenues and billings

- Assist Arena Advisory Board Chairman in planning, scheduling and hosting, at a minimum, quarterly Arena Advisory Board Meetings and others as needed
- All other duties as assigned

### **Qualifications:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **Education and Experience:**

- 3 or more years of progressive management experience, preferably in an event setting
- Experience leading a staff and willing to be a part of a team
- Must have a professional attitude and appearance

### **Skills and Abilities:**

- Ability to provide feedback and input in the creation and maintenance of the annual budget for the facility
- Can demonstrate an understanding of event operations as it relates to the health and safety of Users, competitors, spectators, attendees and animals visiting the facility
- Be familiar with all local, state, and federal regulations regarding operations and events
- Maintain an effective working relationship with Users, employees, exhibitors, patrons, sponsors, the local community and others
- Knowledge in facility and event management related services, including technical requirements of equestrian/livestock events, fairs, rodeos, sporting and other events
- Excellent leadership, verbal, written, problem solving and interpersonal skills
- Be able and willing to enforce and adhere to City of Graham policies and procedures
- Ensuring and following safety measures and regulations
- Ability to prioritize multiple projects, meet deadlines and stringent schedules, and to work effectively under pressure
- Remain flexible and adjust to situations as they occur

- Follow oral and written instructions and communicate effectively with others in both oral and written form
- Applicant needs to have basic skills in operating and maintaining equipment (skid steer, tractor, water truck, drags, bucket trucks, etc.)

### **Computer Skills:**

- Proficiency in Microsoft Office applications and Quick Books with ability to learn additional programs as utilized by management

### **Other Qualifications:**

- Ability to work flexible and extended hours, including nights, weekends and holidays
- Ability to work in both indoor and outdoor environments for extended periods of time
- Must be able to work in inclement weather conditions such as heat, cold, rain, snow, wet/muddy areas, etc.
- Frequent exposure to adverse noise levels, from moderate to loud
- Knowledge in facility capabilities and event related services, including technical requirements of equestrian events, fairs, rodeos, motocross and go-kart races, sporting and other events
- Excellent work history and attendance record. Possess and maintain a valid driver's license, must have and maintain excellent driving record

### **Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to move around the facility; to stand for long hours during events; talk and hear. This position may require work inside or outside of the facility, as dictated by events and circumstances.

### **Note:**

The essential responsibilities of this position are described under the headings above. They may be subject to change at any time due to reasonable

accommodation or other reasons. Also, this document in no way states or implies that these are the only duties to be performed by the employee occupying this position.

**To Apply:**

This position offers a competitive salary and benefit package. Cover Letter and Resumes must include salary requirements for consideration and may be sent to:

Brandon Anderson

P.O. Box 1449

Graham, Texas 76450

Or by email to: [banderson@grahamtexas.net](mailto:banderson@grahamtexas.net)

Applicants that need reasonable accommodations to complete the application process or have questions may contact Brandon Anderson at 940-549-3325 or 940-521-2301

The position will be listed and remain open until a suitable applicant is found. Applications will be reviewed as received and top applications will be slated for interviews after February 1.

City of Graham is an Equal Opportunity employer, and encourages Women, Minorities, Individuals with Disabilities, and protected Veterans to apply