



Bismarck Event Center Operations Manager

The City of Bismarck is accepting applications for the position of Operations Manager



The City of Bismarck is seeking an Operations Manager for the Bismarck Event Center. This position is responsible for managing event operations for the Bismarck Event Center.

Position Description:

- Manages event operations to ensure quality and cost control.
- Plans and coordinates a variety of facility set-ups, including family shows, trade shows, and banquet configurations.
- Instructs, assigns, schedules, supervises, evaluates and disciplines assigned personnel.
- Assists in the preparation and administration of annual budgets.
- Assists in the coordination of bid processes.
- Supervises facility maintenance operations; monitors building and equipment conditions.
- Assists in the development of short- and long-range plans; assists in the development and revision of policies and procedures.
- Supervises the work of event staff performing ticketing, ushering, security, parking, and other event-related activities.
- Provides training and professional development support to assigned staff.
- Attends events as manager on duty.

Position Qualifications:

- Knowledge and level of competency commonly associated with the completion of a baccalaureate degree in a course of study related to the occupational field.
- Experience sufficient to thoroughly understand the diverse objectives and functions of the subunits in the division/department in order to direct and coordinate work within the division/department, usually interpreted to require three to five years of related experience.

Miscellaneous:

Must be legally authorized to work in the United States. No sponsorships considered. Subject to pre-employment drug testing and background checks.

Compensation:

Hiring Pay Range:

\$77,670.95 - \$87,379.83 DOE

Closing Date:

November 1, 2019



Our Community

Bismarck is a safe and growing community with great schools, a stable economy, a vibrant downtown, many housing choices and an energetic, increasingly youthful citizenry who cares about their growing city. Bismarck uses its resources in a way that creates an environment that attracts and retains talent. With a wealth of fun and interesting things to do, Bismarck offers a satisfying quality of life and four seasons offer plenty to those who value active lifestyles and outdoor amenities.



Benefit Program

EMPLOYER PAID	EMPLOYEE PAID
Health Insurance - 100% employer paid	Dental Insurance
Life Insurance - \$30,000 policy for employee	Vision Insurance
Workers compensation	Voluntary Life Insurance for employee and dependents
Unemployment compensation	Flexible Spending Account
Employee Assistance Program	457 Deferred Compensation plan
Long Term Disability	Short Term Disability, Accident, Cancer, and Life Insurance Options
Defined Benefit Pension Plan	Employee Assistance Program

Additional Benefits

- Annual Leave • Sick Leave • Wellness Program • Tuition Reimbursement
- 10 paid Holidays per year

For details and to apply online:
www.bismarcknd.gov/jobs

For more information: Breann Schauer at 701.355.1337
 or bschauer@bismarcknd.gov

An Equal Opportunity Employer

