

Tri – State Exhibition Center

Bradley County Government

Job title: Tri-State Exhibition Center – Facility Manager. Bradley County Government Employee

Job opening date: 1/1/2020

Reporting to: Tri-State Exhibition Center – Board of Directors

Salary: \$45,000 base pay – not including benefits

Hours: Monday – Friday 7:30 – 4:00

- Weekends depending on events
- Heavy summer schedule – 6/7 days a week

Location: Cleveland, Tennessee

Tri State Exhibition Center is a multipurpose, 92 acre facility, sitting at the foot of White Oak Mountain in Cleveland, Tennessee.

The facility is a rental complex opened year round and hosts numerous events such as: Horse Shows, Rodeos, Family Reunions, Church Events, School Events, Club Meetings, and Equine Clinics.

Key responsibilities & duties

The facility manger is responsible for overseeing the show grounds, scheduling the events and working the footing in the arena for all equine disciplines, as well non equestrian events.

- Management skills – supervision of 5-8 employees
- Communication with clients/event promoters
- Oversee and participate in ground maintenance
- Equipment/Tractor operations

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- Report monthly to Board of Directors

Work experience and skills

- Knowledge of Equine Business
- Tractor/Equipment Operator
- Equine Footing Knowledge
- Good Communication Skills

Manager Signature:

Jordia Waller

Date: 9/5/2019