



The Town of Bay Roberts invites applications for the following position:

Manager of Stadium Operations and Events, Bay Arena

MANAGEMENT POSITION

Permanent Full-Time

Date Posted: August 22, 2024

DESCRIPTION OF WORK:

Reporting to the Director of Recreation, the Manager of Stadium Operations and Events is responsible for the day-to-day operations of the Bay Arena; plans, organizes and controls the supervision and operation of the arena and all staff; oversees all ice operation equipment and liaises with applicable user groups as required; responsible for all revenue generation and expense control from on ice and off ice rentals; other special events at the arena, and any other related/assigned duties.

QUALIFICATIONS AND EXPERIENCE:

- Undergraduate degree or post-secondary education in the field of Recreation or Business Administration. An equivalent combination of education and experience may be considered.
- Experience working in a public sector environment with unionized and non-unionized employees is considered an asset.
- Financial management experience and familiarity with TownSuite Municipal Software would be an asset.
- Three (3) to five (5) years of experience in a related field, including management experience.
- Experience in event planning
- Familiarity with ice maintenance and refrigeration would be an asset.
- A valid Class 5 driver's license is required.
- Driver's abstract and a Certificate of Conduct with Vulnerable Sector is a condition of employment.

SKILLS:

- Project and events management skills are an asset.
- Budget preparation, financial and administration skills.
- Strong customer service skills and the ability to interact with the public, including handling complaints and challenging situations.
- Above average verbal and written communication, interpersonal and organizational skills.
- Computer skills and proficiency with Microsoft Office Suite/TownSuite.
- Supervision of unionized staff and familiarity with union contracts, etc.

The successful applicant must provide a copy of official educational documents confirming education requirements, three employment references, a Certificate of Conduct and Drivers Abstract prior to commencement.

COMPENSATION: Salary Commensurate with Qualifications and Experience

COMPETITION Bay Roberts – 24-21

CLOSING DATE: September 6, 2024, at 4:30p.m.

SUBMIT TO: Dave Tibbo, Director of Recreation - davetibbo@bayroberts.com

*The Town of Bay Roberts is an equal opportunity employer.
We thank you for your interest, however only those individuals selected for an interview will be contacted.*