

**PROFESSIONAL STAFF POSITIONS
(Arena Manager)**

Qualifications

1. The arena manager shall have demonstrated proficiency in supervision and administration.

Appointment

1. The arena manager's position will be assigned with another administrative position.
2. The annual period of service shall be concurrent with the number of days as specified on the manager's primary administrative responsibility.
3. The director's immediate supervisor is the business manager or another administrator assigned by the superintendent.

Duties

1. He/she is responsible for the entire operation of the arena.
2. He/she is responsible for preparation of the building for the needs of the event.
3. He/she is responsible for cleanliness of the building, repairs as needed, and taking care of any malfunction that may occur.
4. He/she cooperates with the supervisor in charge of the event in all matters related to the building use.
5. He/she is responsible for securing the building at the close of the event.
6. He/she shall be present for scheduled events whenever possible. He/she shall hold the sponsoring agency responsible for proper and acceptable building utilization.
7. He/she shall provide tickets and cash box to designated supervisor.
8. He/she shall deliver the ticket manifest to the business manager the day following the event.
9. He/she shall in conjunction with the activities director schedule events and negotiate contracts to facilitate the needs of all patrons.
10. He/she shall make all arrangements necessary to collect arena tax and rent.