

## **Executive Director of the Mississippi Fair Commission Job Description**

<b>Job Title:</b>	Executive Director
<b>Department:</b>	Executive
<b>Reports To:</b>	Mississippi Fair Commission Board and/or Chair of the Fair Commission
<b>FLSA Status:</b>	Salaried Exempt
<b>TO APPLY:</b>	Applicants can send resumes directly to Samantha Hawkins, HR Director, at <a href="mailto:samantha@mdac.ms.gov">samantha@mdac.ms.gov</a>

**Summary** Responsible for overall management, promotion and operation of the facilities, including construction, purchasing, booking, marketing, finance, human resources, food and beverage, box office, advertising, security, production, maintenance, parking and related operations by performing the following duties personally or through subordinates.

**Essential Duties and Responsibilities** (include, but are not limited to, the following):

Aggressively promotes the use of the facilities to maximize its utilization.

Negotiates lease agreements as determined necessary and in the best interests of the facilities.

Negotiates contracts and agreements with event organizers, hosts, managers and agents.

Establishes and maintains effective working relationships with tenants, government departments and agencies, entertainment/convention industry, community and civic organizations to encourage continual and regular use of the facilities.

Coordinates facilities involvement with Convention and Visitors Bureau, as well as other appropriate destination marketing agencies.

Assures the coordination, implementation and administration of specific plans and programs prescribed by corporate directives, to include: matters of training and development; quality assurance; energy efficiency; safety/emergency procedures, crowd control and crisis management procedures, security, and other areas as needed.

Develops and implements facilities goals in accordance with the Mississippi Fair Commission's objectives, policies, and good business practices.

Directs the operation of the ticketing office, including systems management and sales

Prepares and maintains required and necessary reports/records.

Plans, organizes, coordinates and directs all activities and personnel engaged in maintaining and operating the facilities.

Assists and coordinates with the development of the annual operating calendar, activity schedules, projections for attendance and/or revenue.

Conducts weekly/bi-weekly staff meetings.

Directs the development and administers the execution of operating and marketing financial plans and documents; to include, operating revenue and expense budgets; capital expense plans and budgets.

Provides for control of day-to-day operations; assuring the coordination of plans, programs and events; conducts post-event operational and financial review and analysis.

Provides final approval of all contracts and agreements with suppliers, promoters, and tenants for necessary activities and services at the facilities.

Provides or coordinates for timely and effective response to directives and requests received from internal and external organizations, agencies, departments and individuals; assures and maintains the integrity of the facilities in all forms of communication and personal contacts.

Oversees and advises the Commission's Executive Director on any necessary revisions/modifications to the staffing plans, including number and types of employees, essential functions, salaries, and benefits.

Assures the administration of personnel and the operation of plant and facilities are conducted in accordance with applicable local, state and federal regulations.

Evaluates facilities' practices and recommends improvements to better reflect the needs of the facilities, and/or to improve the efficiency and safety of operations.

Establishes and maintains effective working relationships with the tenants, employees, and the general public.

### **Supervisory Responsibilities**

Manages subordinate Directors and Managers who supervise employees in the Facility Maintenance, Event Planning, Operations, Finance, and other facilities departments.

Responsible for the overall direction, coordination, and evaluation of these units.

Carries out supervisory responsibilities in accordance with policy and applicable laws.

Responsible for recruiting, training, supervising and evaluating administrative and supervisory staff.

Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees in conjunction with Human Resources; addressing complaints and resolving problems

Follows all policies and procedures set by the Mississippi State Personnel Board in relation to these functions.

### **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/or Experience**

Bachelor's Degree (BA) from a four-year accredited college or university with major course work in business or public administration or related fields

Minimum five (5) years experience in senior management of a facility of similar size and description or, equivalent combination of education and experience

Experience in labor relations and union contracts, if applicable

Experience in contract negotiation, business law, purchasing procedures, and supervising personnel

Certified Facilities Executive (CFE) with International Association of Venue Managers is preferred.

### **Skills and Abilities**

Excellent communication and interpersonal skills and organizational ability

Ability to work with and maintain highly confidential information

Ability to work simultaneously with a broad variety of vested interest groups and to foster a cooperative environment

Demonstrated knowledge of the principles and practices used in the successful management of entertainment or convention facilities of a similar description

Ability to anticipate problems and implement immediate corrective action

Ability to perform effectively under significant pressure typically associated with meeting the demands and timetables of the entertainment industry

Considerable knowledge of event solicitation and presentation, public relations, advertising and media relations and event planning

Considerable knowledge of safety regulations and other federal, state or local laws and regulations

Strong orientation towards hospitality/customer service for the meeting, convention and entertainment industry

Basic knowledge of facility operating standards, building maintenance, custodial, personnel and office management

Effective supervisory skills. Ability to deal effectively with human resource and personnel problems; to deal constructively with conflict; to motivate, provide counsel and execute applicable solutions

Ability to manage facility complex of same size and type

### **Computer Skills**

To perform this job successfully, an individual should have a professional knowledge level of computers; knowledge of MS-Office and venue's web-based calendar software.

### **Other Qualifications**

Ability to prioritize multiple projects and meet strict deadlines. Ability to work under minimal supervision. Ability to work flexible hours, including nights, weekends, and holidays in addition to normal business hours as needed. Must have professional attitude and appearance. Some travel required.

### **Language Skills**

Ability to read, analyze and interpret common scientific and technical journals, financial reports and government regulations. Ability to respond to common inquiries or complaints from customers, regulatory agencies or members of the business community. Ability to write letters and/or articles of publication that conform to prescribed style and format. Ability to effectively present information to top management, public groups and/or governmental officials. Must speak and write the English language fluently.

### **Mathematical Skills**

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference and volume. Ability to apply concepts of accounting, basic algebra and geometry.

### **Reasoning Ability**

Ability to apply principles of logical or scientific thinking to a wide range of intellectual and practical problems. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables. Engage in decisions related to crowd management in a prompt and decisive manner during crisis situations. Plans, coordinates and directs varied and complex administrative operations.

### **Certificates, Licenses, Registrations**

Must have a current license to operate a motor vehicle in the United States and proof of valid insurance if operating a vehicle on behalf of company.

### **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 stand; walk; use hands to finger, handle or feel; reach with hands and arms; talk or hear; and taste or smell. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and ability to adjust focus.

### **Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential function 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 regularly exposed to moving mechanical parts, outside weather conditions and vibration. The employee is occasionally exposed to wet and/or humid conditions; high precarious places; toxic or caustic chemicals; extreme heat and cold; explosives and risk of radiation. The noise level work environment is usually moderate. With entertainment and crowd management being one of the many aspects of this industry, occasional extremely loud noise levels are present in the work environment. There are also times of low light intensity.

Responsible for emergency and/or crisis management aspects of the facilities when warranted.

