

CITY OF ORLANDO JOB DESCRIPTION

JOB TITLE: VENUES ASSISTANT TO DIRECTOR

BENEFIT GROUP: M Exempt

JOB CODE: AAA26

PAY GRADE: NB113

AUTHORIZED STRENGTH: 1

PAY RANGE: *Min:* \$53,941.16 annually *Mid:* \$69,162.91 annually *Max:* \$84,384.66 annually

NATURE OF WORK:

Performs professional, administrative and supervisory work assisting the Director of the Orlando Venues in daily and special projects. Serves as a liaison and representative of the Orlando Venues for major events such as NCAA events, Arena Bowl and Central Florida Sports Commission sponsored events. Responsibilities include assisting in the planning, coordination, and marketing operations of a public arena. Work is performed under the direction of the Director and Deputy Director of the Orlando Venues and is reviewed for results obtained through reports and conferences.

EXAMPLES OF WORK PERFORMED:

Note: The listed duties are only illustrative and are not intended to describe every function that may be performed by this job class. The omission of specific statements does not preclude management from assigning specific duties not listed if such duties are a logical assignment to the position.

Assists with reviewing and recommending additions/changes to operational policies and procedures ensuring adherence by department personnel.

Assists with bid preparations and grant development and submissions.

Assists with scheduling, negotiating and execution of lease agreements.

Develops and maintains liaison with agencies, promoters and the entertainment industry providing/requesting services at the Amway Center.

Attends industry/entertainment-related conferences and compiles reports of activities that affect the booking, marketing and success of an entertainment facility.

Maintains liaison with professional and amateur sports representatives to ensure arena capabilities on such matters.

Participates in the development of specifications for contractual services, evaluates proposals and recommends selection of vendors.

Oversees Human Resource procedures and protocol.

May represent the Director at meetings and serve as liaison with other departments and outside agencies.

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Performs related work as needed to facilitate accomplishment of departmental goals and objectives.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of principles, practices and methods of the public assembly facilities' management.

Skilled in the use of electronic devices and work related software.

Ability to assist with the planning and organizing operations of multi-use facilities.

Ability to establish and maintain effective working relationships with employees, City officials, professional groups, promoters, agents and the general public.

Ability to communicate effectively both orally and in writing.

MINIMUM QUALIFICATION REQUIREMENTS:

Bachelors' Degree in Business or Public Administration or related field required. Two (2) years experience in similar public arena or multi-use facility; or an equivalent combination of education, training and experience required.

LAST REVISION: 5/22/2013