

The position in this class is under the general supervision of the Stadium Authority Events Manager which has overall responsibility for stadium events management activities and stadium auxiliary services.

Full Performance Knowledge and Abilities: *(Knowledge and abilities required for full performance in this class.)*

Knowledge of: Requirements, methods and techniques used in the planning and coordination of stadium events management activities (including stage/field set up; accommodations; crowd movement and control, safety and security, traffic flow and parking and control measures and practices; media and public relations) for all types of events, including spectator sports events; applicable State and county laws and ordinances (e.g., fire codes, liquor and noise laws); pertinent federal laws and regulations (e.g., water pollution, television and radio frequency clearance, etc.); Stadium Authority rules, regulations and policies; research and report writing methods and techniques; and principles and practices of supervision and management.

Ability to: Serve as a full assistant to the Stadium Authority Events Manager; assist in planning, organizing, coordinating and directing stadium events management activities, and deal effectively with stadium users, patrons and the media; prepare reports and correspondence; assist in scheduling, training, and counseling employees; and assess and respond appropriately to emergency/problem situations.

Examples of Duties: *(Positions may not be assigned all of the duties listed, nor do the examples necessarily include all the duties that may be assigned. The omission of specific statements does not preclude management from assigning such duties if such duties are a logical assignment for the position. The classification of a position should not be based solely on the examples of duties performed.)*

Participates in developing and maintaining graphic system to facilitate planning of space management and to attain maximum utilization of facilities considering such factors as seating requirements, entering and exiting patterns, and television, radio, and press coverage; coordinates events plans with other units of the stadium in assuring proper services, e.g., field and locker room accommodations, crowd control devices, security guards, ticket sellers, and concessionaire accommodations; meets or corresponds with prospective users of facilities to discuss

plans, dates, etc., in absence of supervisor; explains policies, fees, seating arrangements, scheduling, available supplies and equipment, and otherwise provides assistance to users of the facilities and insures that service personnel such as scoreboard operators, ticket takers, ushers, emergency medical service, traffic and parking control and field preparation staff are sufficient to satisfy standards and users' requests; responds to emergencies and other problems occurring in all areas of the facility (including the scoreboard control room, press box area, and scoreboard computer room) to analyze and assess the situation, and dispatch the necessary personnel for assistance or to rectify the situation, in the absence of the supervisor; conducts tours for users, general public, civic groups, etc., to explain the facilities and the manner in which they may be utilized; discusses complaints and suggestions with the general public and attempts to resolve any problems; writes reports of all performances, exhibitions, or any utilization of the facilities; may attend top management meetings, and participate in budget preparation; and assists in carrying out personnel management functions for full-time and part-time employees.

STADIUM AUTHORITY EVENTS MANAGER
(STADIUM AUTHORITY EVENTS MGR)

2.026

Distinguishing Characteristics:

This class reflects overall responsibility for planning, organizing, coordinating and directing stadium events management activities for all events, including organized spectator events, such as sports events, concerts, car shows and races, flea markets, circuses and fairs, etc., held within and outside the stadium proper. Such responsibility involves providing advice and assistance to users in obtaining optimal/allowable accommodations, directing all aspects of pre-event, event and post-event operational and support services (which include ticket taking, ushering, traffic control, public address and sound systems, scoreboard operations, emergency medical services, safety and security activities to centralize problem resolution and to ensure successful operations). During events, the position will also be responsible for coordinating activities of other stadium operations to ensure the success of each event and to minimize operational errors and mishaps.

Personal contacts are with promoters, media personnel, concessionaires, licensees, the general public and others for the purposes of assessing needs and requirements, resolving problems

or emergencies, increasing stadium complex utilization and maintaining effective working relationships.

The one position in this class functions under the general supervision of the Stadium Manager and the Deputy Stadium Manager.

Full Performance Knowledge and Abilities: *(Knowledge and abilities required for full performance in this class.)*

In addition to the knowledges required for the Assistant Stadium Authority Events Manager:

Knowledge of: Budget preparation and principles and practices of management.

Ability to: Plan, organize, direct, and manage stadium events management activities and coordinate such services with users, media and other stadium services units in preparation for and support of the staging of organized stadium spectator events; direct the work of others; deal effectively with others, such as promoters, concessionaires, media personnel, patrons and other individuals and groups; develop budget requirements; formulate and recommend policies, rules and regulations; prepare reports and correspondence; communicate effectively orally and in writing for the purposes of assessing needs and requirements, resolving problems, increasing stadium complex utilization and maintaining effective working relationships; and assess and respond appropriately to emergency/problem situations.

Examples of Duties: *(The position may not be assigned all of the duties listed, nor do the examples necessarily include all the duties that may be assigned. The omission of specific statements does not preclude management from assigning such duties if such duties are a logical assignment for the position. The classification of a position should not be based solely on the examples of duties performed.)*

Plans, organizes, directs and coordinates all operational and support services for stadium-related events; coordinates plans and activities with other stadium personnel in such areas as facilities configuration requirements, logistical requirements, security, parking, crowd control requirements, pre-event/event/post-event facilities support services requirements, and accommodations for licensees, promoters, media, VIPs and dignitaries, concessionaires, etc.; advises the Stadium Manager

and Deputy Stadium Manager when planning and scheduling events; assesses the feasibility and requirements of new events and their impact on the scheduling of stadium configuration change requirements, special staging requirements, special accommodations for media, dignitaries, concessionaires, etc.; conducts meetings with key stadium management staff, licensees, etc., for the purposes of identifying areas to enhance operations and support services and prepares written summaries of conclusions, recommendations and understandings; formulates and recommends changes to operating policies, rules and procedures; coordinates and/or directs hospitality and locker room pre-event activities; insures that general fire, mass evacuation, security and crowd control provisions are in place; coordinates with other stadium support operations personnel to ensure success of events and to minimize operational errors and mishaps; ensures that subordinate full-time and part-time personnel are properly trained on work methods, safety practices and applicable policies, rules, regulations and procedures; insures that all event-related equipment (e.g., microphones, matrix and video boards, press boxes, etc.) are in place and in good working order, that hospitality and other accommodations are prepared, and that health services and support personnel (on-call, part-time staffers, etc.) are available to provide services for the scheduled event; represents the stadium management in the resolution of event related problems involving the media, public and other parties; responds to emergencies and other problems occurring in all areas of the facility (including the scoreboard control room, press box area, and scoreboard computer room) to analyze and assess the situation, and dispatch the necessary personnel for assistance or to rectify the situation; supervises and coordinates the efficient operations of the stadium, parking lots, and other related areas during events; supervises, through subordinate supervisors, ticket taking, parking control, scoreboard operations, emergency medical care and ambulance services and ushering activities; coordinates the activities of all personnel in all operating units during events, including building construction and maintenance, general services, box office management and security; inspects property for any losses or damages and reports such to the Stadium Manager; coordinates the securing and closing of locker rooms, lavatories, exit gates, maintenance areas, scoreboard control room, control room, press box area and ticket booths; and performs management activities for the branch, such as preparing budget requests and reports, conducting personnel management functions for full-time and part-time employees and attending top management meetings.