



CITY OF PINE BLUFF

DEPARTMENT OF HUMAN RESOURCES

JOB ANNOUNCEMENT

JOB TITLE: CONVENTION CENTER DIRECTOR

Department: Convention Center	Status: Full-Time/ Permanent
Annual Salary: \$78,000 - \$90,000	Available Positions: 1

Application Process:

Applicants should send resumes to: lisakosmitis@gmail.com

CLOSING DATE:
Until Filled

Department of Human Resources
200 E. 8th Avenue, Room 104
Pine Bluff, AR 71601

Office (870) 730-2038/ **FAX** (870) 730-2157
Office Hours:
Monday-Friday: 8:00 a.m. – 5:00 p.m.

ESSENTIAL JOB FUNCTIONS: The Convention Center Director manages the Convention Center's operation and maintains established cost and quality standards to ensure superior service and maximize profits, develops short-term and long-term financial and operational plans for the center and implements and maintains local and national sales/marketing programs. The Convention Center Director monitors the performance of the Center through verification and analysis of guest satisfaction systems and monthly financial reports, establishes and maintains applicable preventative maintenance programs to protect the physical assets of the Center, manages in compliance with established Commission policies and procedures, and performs all other duties and functions as assigned by The Civic Auditorium Complex Commission.

ACCEPTABLE EXPERIENCE AND TRAINING: A college degree in Business Administration is strongly preferred; ten years of experience managing similar service operations is preferred; complete knowledge of Convention Center operations at high volume levels is necessary; knowledge of Convention Center operation procedures and computer programs.

The CITY OF PINE BLUFF is an EQUAL OPPORTUNITY EMPLOYER and does not discriminate in its employment practices on the basis of race, sex, age, religion, national origin or physical or mental disability.