

City of Rapid City Job Description

Job Title	The Monument Deputy Director		
Job Code:	CAED	Job Family:	
Pay Grade:	NU25	Date Revised:	2/11/2022
FLSA Status:	Exempt		

General Summary: This position is responsible for collaborating with the executive director in the overall management of daily operations at The Monument.

Essential Duties and Responsibilities:

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Incumbents may be requested to perform job-related tasks other than those specifically presented in this description.

- Serves as acting Executive Director in the absence of the Executive Director.
- Coordinates The Monument activities with entertainment and sports industries, trade shows and conventions, municipal government, community agencies and the convention and visitor's bureau.
- Meets renters to quote prices, book events and aids in planning setups and other specifications needed to perform events.
- Acts as the liaison between renter, promoters and building personnel, including security personnel.
- Formulates, recommends and implements long range goals and objectives for improvement and efficient facility utilization directly related to sales, marketing and event coordination.
- Tours building with patrons, renters or promoters to plan events.
- Ensures that proper safety precautions are provided for and enforced.
- Makes visual walk-through of building before events.
- Maintains the proper image and generates positive public relations with artists, lessees, tenants, other City departments, staff and community.
- Assists Executive Director in development of relationship with local and national promoters and promote various events at The Monument.
- Manages the overall fiscal operations of The Monument including, but not limited to planning, organizing, and directing of financial, administrative, and personnel activities.
- Administers and manages all The Monument capital management projects including negotiations with contractors after establishment of contract terms, day to day project oversight and control, and final project approval, as directed by the Executive Director, Board of Directors, Mayor and City Council.
- Prepares financial trends, analyses of revenues, expenditures, debt services, debt financing, and other necessary information for sound financial management decisions.
- Reviews and recommends operating expenditures, develops staffing plans, budget requests and capital and operational funding.
- Works directly with promoters for financial settlement of events.
- Serves in rotation with other senior staff members as Manager-on-Duty for major events.
- Manages staff by: interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

Qualifications:**Education and/or Experience:**

Bachelor's degree from four-year college or university in Business Administration, Marketing, Finance and Accounting or related field and three to five years related experience and/or training in a management role in an arena, convention center, entertainment complex, or related industry.

Certificates, Licenses, Registrations:

Must possess a valid South Dakota driver's license or ability to obtain within 30 days from date of hire.

Working Conditions:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually very loud.

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 use hands to finger, handle, or feel and talk or hear. The employee is frequently required to stand; walk; sit and reach with hands and arms. The employee is occasionally required to climb or balance and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 10 pounds.