

## City of Rapid City Job Description

<b>Job Title</b>	The Monument Executive Director		
<b>Job Code:</b>	CCED	<b>Job Family:</b>	
<b>Pay Grade:</b>	NU27	<b>Date Revised:</b>	3/29/2021
<b>FLSA Status:</b>	Exempt		

**General Summary:** This position is responsible for providing overall broad supervision of all operations to 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.*

- Directs and controls sales, marketing and public relations programs to promote The Monument and maintain The Monument as a leader in the marketplace.
- Provides broad direction for The Monument operation in areas of policy and procedural interpretation, scheduling, security, safety, maintenance, union activities and related areas.
- Formulates, recommends and implements long-range goals and objectives to the Board.
- Develops and implements personnel policies and procedures for operation of The Monument and directs and controls recruitment and staff selection.
- Promotes the facility by personal contact with promoters, entertainment agencies, industry and professional affiliations, such as International Association of Venue Managers, International Entertainment Buyers Association (IEBA), and Agency for Performing Arts, conventions/trade shows and in other opportunities as appropriate.
- Coordinates The Monument activities with the Convention and Visitor's Bureau, the municipal government, community agencies, and convention, trade shows, entertainment and sports industries.
- Managing these units includes interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.
- Maintains strong contacts in the entertainment industry, as well as demonstrate experience and a strong familiarity with Fine Arts Theatre, Convention Center, and Arena Operations.

### Qualifications:

#### Education and/or Experience:

Bachelor's degree required, Master's degree preferred, from an accredited institution of higher learning in business, marketing, or related field and a minimum of five years related experience and/or training in all areas of entertainment facility management, to include considerable experience with event and in-house promotions requiring strong sales and marketing skills.

#### 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.*

While performing the duties of this job, the employee is occasionally exposed to wet and/or humid conditions; moving mechanical parts; high, precarious places; fumes or airborne particles; toxic or caustic chemicals; outside weather conditions; extreme cold; extreme heat; risk of electrical shock; explosives and vibration. 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 talk or hear. The employee is frequently required to stand and walk. The employee is occasionally required to sit; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl and taste or smell. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision and depth perception.