



### VICE PRESIDENT OF CAMPUS OPERATIONS

Position Title	Department	Reports to
Vice President of Campus Operations	Operations	CFO
Employment Status	FLSA Status	Effective Date
<input type="checkbox"/> Temporary <input checked="" type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time	<input type="checkbox"/> Non-Exempt <input checked="" type="checkbox"/> Exempt	September 13, 2019

#### POSITION SUMMARY

The VP of Campus Operations will lead multiple internal departments in executing events and in managing the daily functioning of the facilities in the most cost-effective manner with high quality standards. S/he will develop and execute executive level policies, procedures, budgets and annual operating plans in accordance with the Long Center's vision, strategic goals and priorities. This position will serve as a member of the Executive Leadership Team.

#### ESSENTIAL DUTIES AND RESPONSIBILITIES

The essential functions include, but are not limited to the following:

- Oversee facility operations, theater/event technical production, guest services, and event management to ensure consistently elevated event execution and experience
- Manage the relationship and revenue from our third-party food and beverage providers
- Guarantee exceptional daily operations and proper maintenance of the facilities and the campus
- Ensure fixed assets are preserved; initiate recommendations on purchases of new equipment and improvements that form the basis of an overall capital improvement plan
- Lead and support the team in maintaining exemplary policies and executing flawless procedures that protect employee, patron and guest safety and security
- Assume responsibility for the development and management of the overall operational budget and control related expenses
- Inform the development of and assist in the execution of a campus master plan
- Optimize relationships and initiatives with city departments related to parks, special events, owned facilities and safety/security
- Manage a team of direct and indirect reports in their training, development, and performance in partnership with HR; take corrective action as necessary on a timely basis and in accordance with company policies.
- Stay up-to-date on information and technology affecting functional areas to increase innovation and ensure compliance
- Perform other work-related duties as assigned

#### MINIMUM QUALIFICATIONS (KNOWLEDGE, SKILLS, AND ABILITIES)

- Bachelor's degree in event management, facilities management, crowd management or related field, or equivalent combination of education and experience
- 10 or more years of related experience
- Knowledge of event and entertainment industry, nonprofit industry, and City of Austin regulations
- Proven skills in major project and process management
- Ability to operate as an effective tactical as well as strategic thinker
- Acumen managing a team as well as other internal and external stakeholders towards a common goal
- Ability to exhibit a professional manner always and work to maintain constructive working relationships



#### **PHYSICAL DEMANDS AND WORK ENVIRONMENT**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the functions. While performing the duties of this position, the employee is regularly required to talk or hear. The employee frequently is required to use hands or fingers, handle or feel objects, tools, or controls. The employee is occasionally required to stand; walk; sit; and reach with hands and arms, and spend some time outdoors. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this position include close vision, distance vision, and the ability to adjust focus. The noise level in the work environment is usually low to moderate.

#### **NOTE**

This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. All duties and responsibilities are essential functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbents will possess the skills, aptitudes, and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities. This document does not create an employment contract, implied or otherwise, other than an "at will" relationship.

#### **Reviewed with employee by**

Signature: \_\_\_\_\_ Name (print): \_\_\_\_\_

Title: \_\_\_\_\_ Date: \_\_\_\_\_

#### **Received and accepted by**

Signature: \_\_\_\_\_ Name (print): \_\_\_\_\_

Title: \_\_\_\_\_ Date: \_\_\_\_\_

The company is an Equal Opportunity Employer, drug free workplace, and complies with ADA regulations as applicable.