

NOTICE!
POSITION AVAILABLE

November 26, 2024

The City of Center is recruiting for the following position:

Title: Civic Center Manager
Department: Civic Center
Reports To: City Manager

General Description:

The Civic Center Manager provides day-to-day organizational and operational support in the development and execution of events held at the Civic Center, Community House, and other events as assigned. This individual is responsible for coordinating with private renters, conventions, and groups to meet all their needs in facility scheduling, availability and use, to ensure servicing of various booked events. Also responsible for promoting facility availability and suitability for various events and functions. Hours for this position are non-traditional and will vary regularly to accommodate event schedules and coordination needs, including flexibility to work early mornings, late nights, and weekends.

Essential Job Functions:

Duties include but are not limited to the following:

- On-site point of contact for all events held at the Civic Center and Community House.
- Coordinates schedule and preparation of events and responds to emergencies, problems, etc.; ensures assigned aspects of events are implemented and effected according to plans.
- Assists users of facilities by providing technical, security, and/or other requirements; helps in preparation, planning, problem resolution and answers questions.
- Maintains accurate and current records, files and contracts for all rental activities before, during and after events.
- Follow up after each event rental for cleanliness and damages to facilities; conclude rental agreements including return of deposits.
- Supervising temporary and/or volunteer staff.
- Ensure maintenance needs of facilities are addressed, including routine cleaning, equipment operation, and coordinating general repairs in addition to bringing major maintenance or repairs to the attention of management.
- Developing and enhancing working relationships with various organizations, non-profit groups, service clubs, and businesses.
- Coordinate or assist with event marketing as needed, including operation of electronic sign.
- Support special events on site, including planning, administrative support, and coordination of select projects, events, and other appropriate responsibilities.
- Other duties as assigned.

The position is in regular contact with volunteers, vendors, community organizations, businesses, and the public. This position may work directly with city department heads and city staff regularly.

Required Qualifications and Skills:

- Educational requirements - high school diploma or GED completion.
- Basic principles and practices of customer service/public relations.
- Knowledge of event planning and facility management.
- Interpersonal, oral and written communication, organization, and computer skills.
- Ability to coordinate multiple activities, schedules, and tasks.
- Flexibility of hours of operation and attention in an independent work environment.
- Professional demeanor for interaction with others via phone, email, and in person.

Preferred Qualifications:

- College course work in the areas of event planning, public relations, or general studies that support the knowledge and skills necessary for the position, or equivalent experience.
- Experience in Civic, Hotel, Facility Management or Event planning.
- Bookkeeping, budgeting and/or experience handling financial transactions.
- Internet/sales/marketing experience.

Desired Knowledge and Experience:

- Knowledge of applicable computer application software, including word processing, desktop publishing, and spreadsheets.
- Strategic use of social media, marketing and promotion.
- Supervisory experience

CLOSING DATE: Until Filled

You may go online to download application at

www.centertexas.org or apply at

617 Tenaha Street, Center, Texas 75935

936-598-2941

THE CITY OF CENTER IS AN EQUAL OPPORTUNITY EMPLOYER

We consider applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, sexual orientation, or any other legally protected status.