

Arena Manager

The Standard and District Agricultural Society (Standard Ag Society) is looking for an Arena Manager to oversee its indoor arena, outdoor arena, and baseball diamonds. The Standard Ag Societies mandate is to “encourage improvement in agriculture and enhanced quality of life for persons living in the community by developing educational programs, events, services and facilities based on needs of the community”. More specifically and relating to this position, the Standard Ag Society manages and operates recreational facilities, including the Standard and Rosebud Arena and the Sports and Baseball Grounds (the Facilities) within the Village of Standard.

Job Summary

The Arena Manager will be responsible for managing the day to day operation of the Facilities. They will oversee multiple employees and contractors and engage directly with facility users, reporting to the Standard Ag Society Board of Directors. They will ensure that the Facilities are safe, clean, welcoming, and well maintained.

Responsibilities

The Arena Manager responsibilities will involve managing the Facilities, the personnel operating the Facilities, and general operations. They will be responsible for:

Facility:

- Ensuring proper operation and maintenance of structures and equipment;
- Ensuring cleaning and general caretaking is performed to adequate standards;
- Ensuring documentation and record keeping are up to date and readily available; and
- Communicating any issues or concerns to the Standard Ag Society Board of Directors.

Personnel

- Overseeing staff hiring, scheduling, training, and competencies;
- Conducting evaluations and staff performance reviews;
- Taking disciplinary action to address performance deficiencies; and
- Working closely with the Event Coordinators to ensure adequate staffing and facility availability.

General

- Reporting to the Standard Ag Society with both verbal and written reports regarding: Facility maintenance, staff, contractors, safety, and budgeting;
- Attending the monthly meeting of the Standard Ag Society Board of Directors;
- Contributing to the planning and execution of new and existing programs and opportunities;

- Making recommendations regarding budgets by monitoring revenues and expenditures;
- Assisting in project planning and implementation;
- Maintaining and updating facility protocols and procedures;
- Creating and maintaining Ice Schedule, working with contacts and taking tournament bookings and
- Ensuring continuity of communication with past, existing, and new board members.

Qualifications and Requirements

The Arena Manager will be required to have:

- Grade 12 education or higher;
- A Criminal Vulnerable Sector Check;
- Knowledge of Occupational Health and Safety Standards;
- Provide their own computer to Work on
- Computer skills, including proficiency in Google Applications and Microsoft Office Suite;

Training and certification will be offered to employees on an individual basis.

The Arena Manager should also have:

- Problem solving skills including creative and innovating thinking strategies;
- Strong communication skills;
- A positive attitude; and
- Time management and teamwork skills.

Work Conditions

The Arena Manager can work from home for a vast majority of the job role but should plan to devote approximately 2-3 hrs per week at the Arena Location.

Compensation

The Facility Operations Manager position will be part time and seasonal. The position will be approximately 10 to 20 hours per week, primarily during the arena operating season from September through March. Some time would be required during spring and summer months, approximately 1 to 2 hours per week, for assisting in operating the Baseball and Sports Grounds. Additional hours would be based on project requirements, and would require board approval. The salary for this position would start at \$25/hr depending on experience and competency, which would be paid twice monthly.