



Opening Date: 3/1/19  
Closing Date: Open Until Filled

## **Vacancy Announcement #34-19 Vice President, RFK Campus**

**SALARY: NEGOTIABLE**

**DC Residents Preferred**

### **EVENTS DC**

#### **Engage, Excite, Entertain.**

Events DC is the face of conventions, sports, entertainment and cultural events within our nation's capital. As the official convention and sports authority for the District of Columbia, Events DC leverages the beauty, history and diversity of the most powerful city in the world to attract and promote an extensive variety of events, resulting in amazing experiences for residents and visitors alike, and generating economic and community benefits for the city.

Our success comes by focusing on divisions that reflect three lines of business: Conventions and Meetings, Sports and Entertainment, and Special Events, where we make a range of strategic investments in the region's marquee sports, entertainment and cultural properties. Each division is driven by the desire to bring stellar events to Washington, DC by providing superior customer service to our clients and visitors.

### **SUMMARY DESCRIPTION**

The VP of Operations reports to and works closely with the Senior Vice President and Managing Director of the Sports and Entertainment Division (SED) of Events DC in managing the day-to-day operations of RFK Stadium and the DC Armory Campus. The VP of Operations directs and executes policies and procedures related to event operations; establishes performance measures, and develops budget forecasts. This is a highly responsible and professional position that requires extensive knowledge and experience with event and operational management, facilities management, strategic planning and budget formulation. The work is characterized by great attention to detail, the exercising of independent judgment, overall supervision of events and staff, the coordination of multiple tasks at one time, collaboration with other work units within and outside of the Sports and Entertainment Division, and the maintenance of high standards of customer service.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or logical assignment.

- Assists the SVP and Managing Director in the development and execution of cost-effective policies and procedures related to the day-to-day event operations and facility management for SED.
- Oversees and directs SED facilities contractors, including food service operator, facilities maintenance contractor(s), parking operator(s), and ticket operator.
- Sets clear, reasonable performance expectations for operations.
- Reviews and measures SED's operational performance against established goals and standards.
- Develops and manages departmental budgets and fiscal year forecasts to support Event Operations.

- Evaluates event proposals as well as operational and revenue trends to determine the most economical, effective and efficient use of SED's facilities.
- Identifies and analyzes structural and technological improvements necessary to increase utilization of SED facilities and best suited to meet client needs. Develops and implements programs and/or projects to maintain or improve operational or revenue activity.
- Performs a wide range of special assignments for the executive of the Sports & Entertainment Division, including sales promotions, planning for citywide public events, trade, expositions, athletic events, social events, etc.; revenue and sales management; and the development of plans and costs for facility rental, repairs and capital improvements.
- Maintains responsibility for the management of all facilities maintenance and box office operations to include supervision of grounds maintenance, painting, utility systems, electrical repairs, and custodial and event support services.
- Formulates, develops and implements rules, regulations, work methods, and procedures to enhance and monitor work activities and performance.
- Networks and collaborates with public and private entities including local government to build/maintain business relationships in support of SED activities.
- Performs other related duties as may be assigned by the SVP and Managing Director.

### **SKILLS, KNOWLEDGE AND ABILITIES**

- Knowledge of the event and facilities management fields.
- Knowledge of building operations and preventative maintenance practices and procedures, including thorough understanding of security techniques and methods for large stadium facilities.
- Ability to plan, implement and coordinate major maintenance and operational work projects within stringent time constraints.
- Knowledge of methods, tools, materials and equipment used in building maintenance operation.
- Ability to read and interpret blueprints and sketches.
- Ability to establish work priorities, to include planning and coordinating of work schedules.
- Strong oral, written, and interpersonal communication skills.
- Strong budget formulation skills.
- Excellent research, analytical and problem-solving skills.
- Ability to work under pressure, prioritize and delegate work assignments, and meet deadlines in a fast multi-task environment.
- Ability and willingness to work extended hours and varying work schedules (i.e., evenings, weekends and holidays).

### **ADA REQUIREMENTS**

- Ability to read and write instructions, directions, memoranda, forms, and other written materials.
- Ability to converse orally and to utilize standard telephones, smart phones, and two-way radios to receive and communicate information to staff and customers.

### **MINIMUM QUALIFICATIONS**

- Bachelor's degree in event management, marketing, planning and operations, or a closely related field.
- Seven (7) years of executive-level experience in public or private sector management, and major authority and decision making responsibility in sports or entertainment industry, convention/hospitality industry, or closely related field.
- Five (5) years of progressively responsible experience in building trades and/or on-going facilities maintenance in a large facility of at least 200,000 square feet;
- Any equivalent combination of related experience, training, and/or education.

### **REQUIREMENT**

- All positions require candidates to successfully complete our background screening process

**In an effort to protect our environment from paper waste all candidates must apply on-line on our website:**

**<http://careers.wcsa.com/employment/application.aspx>**

Computers are available in the Labor and Contractor Office (Access Control) at 1116 7th Street NW  
Monday – Tuesday and Friday – 7:00 a.m. – 11a.m.  
Wednesday and Thursday – 8:30 a.m. – 3:00 p.m.

**Washington Convention & Sports Authority T/A Events DC  
Human Resources Department  
801 Mount Vernon Place, NW  
Washington, DC 20001**

**All candidates will be considered without regard to race, color, religion, sex, age, national origin, marital status, disability or sexual orientation.**