

Manager, North Dakota Winter Show Event Center

700 7<sup>th</sup> St SE Valley City, ND 58072

The North Dakota Winter Show Event Center Manager is responsible for planning, developing, implementing, coordinating, directing and evaluating activities related to the production of the North Dakota Winter Show, interim events, related activities, and oversees staff.

- Plans, develops, implements, coordinates, directs and evaluates activities related to the North Dakota Winter Show, interim events, and related activities;
- Ensures the adequate provision of facilities, staff, and services such as parking lots, buildings, arenas, utilities, maintenance, fiscal accounting, judging, awards, insurance, safety, advertisement and publicity etc., for the North Dakota Winter Show and interim events;
- Assists in developing and maintaining financial plans for strategic marketing, capital improvements and operational management;
- Maintains communications, cooperates, and coordinates with Barnes County and City of Valley City departmental directors;
- Establishes and administers contract rates and terms and executes agreements as the center's representative;
- Informs, advises, creates reports, and makes recommendations to the Board of Directors;
- Assists the Board of Directors in developing of the center's annual budget;
- Monitors approved budget and expenditures;
- Develops proposed and/or final center policies and procedures, and implements and enforces such;
- Interviews, hires, trains, supervises, and disciplines staff;
- Conducts staff meetings and represents North Dakota Winter Show in other meetings.

The ideal candidate will possess: Experience managing a business operation in a public environment. In addition, knowledge of and experience with the principles and practices of personnel management, budgeting and financial management, marketing and promotional activities, media relations, etc.

Position requires flexible work schedule, ability to work weekends, and experience with related positions preferred.

The Winter Show offers monthly benefits payment, potential bonus, cell phone package, and paid vacation.

The North Dakota Winter Show has been around for over 80 years and has played a major role in the Agriculture industry in the state of North Dakota.

Additional information regarding the North Dakota Winter Show can be found online at: [www.northdakotawintershow.com](http://www.northdakotawintershow.com) or by calling 701-845-1401