

Centennial Hall House Manager

The Centennial Hall House Manager oversees the day-to-day management and operations of the facility. The Manager sets the tone for the Hall as a welcoming, open, efficient, and effective community facility intended to serve conventions, conferences, events, and meetings, especially serving out of town guests to the community. This person works closely with Travel Juneau to secure events that contribute to the collection of bed tax, and with Juneau Arts and Humanities Council to build a strong economic base for the community.

This person reports to the Juneau Arts and Humanities Council Executive Director, and supervises the event staff of the Hall. The person works with the Centennial Hall Advisory Committee to set policies and procedures for the Hall, and helps to write the budget, handle purchasing, prepare reports for the Assembly, manage the staff, oversee the physical plant, and in general oversee the smooth running of the Hall.

General areas of focus are:

Administration

- Monitors budgets for the operations of the Hall.
- Authorizes payments for purchases, payroll, and other expenses.
- Serves as the point of contact for the public
- Works closely with the JACC house manager to facilitate shared uses and services.

Personnel

- Directly supervises Technical Manager, and Event staff.
- Hires, and evaluates Events staff.
- Approves leave, and sets schedules for the Event staff.
- Promotes a team approach, along with the JACC House manager for shared resources and personnel between the buildings.

Marketing/Media Relations/Communications

- Works with Travel Juneau and the Juneau Arts and Humanities Council Executive Director to provide marketing information regarding services, equipment, and inventories that the facility offers.
- Working with Juneau Arts and Humanities Council develops marketing materials for the Hall and JACC, and helps develop a unified “brand” for the campus.
- Promotes Hall events as part of the Council’s weekly updates, working closely with the Hall Office Manager.
- Works with the Marketing/Development Director and Office Manager to keep web sites, social media, and news up to date. Help make the Hall and exciting location for events.

Facility Rentals:

- Writes contracts for Hall use, meets with clients and Technical Manager to enumerate the services, equipment, layouts, staffing needs for events. Sets the schedule for events, and juggles scheduling issues as needed.
- Is the community point of contact for the Hall, and meets regularly with Council and Travel Juneau to coordinate efforts.
- Contributes to fiscal success of the operation through attention to budget, suggestions for cost savings, cost comparisons.
- Oversees the overall smooth running, cleanliness, and attractiveness of the Hall, including attention to the landscape and parking areas.

Successful applicant will have:

- Strong organizational skills.
- Extensive experience planning and managing complex events.

- Strong experience supervising and managing diverse people, staff, and volunteers.
- Strong communications skills.
- Experience with budgets and cost controls.
- Customer service experience, and ability to work with all kinds of people in all kinds of situations: Calm under fire.
- Creative, attentive to details, team player.
- Understanding of the arts as a community and economic builder.
- Able to use Excel, Word, Google Calendar, and adept at computer programs of all sorts. A tool user.

About the job:

- This is an hourly position (and may become salaried), and the pay depends on experience and the set of responsibilities assumed.
- Employment is at-will, and is subject to a two-month probationary period. Leave time of 1.5 days/month accrues after the first two months. Seven paid holidays + two personal days for full time employment.
- Hours are flexible, and may be tailored to meet personal needs as much as possible. Some weekends and evenings will be required.
- Eligible for a Qualified Small Employer Health Reimbursement plan (still being established) in August.
- Eligible for a retirement benefit (still being established) in August.