



WEST PLAINS

JOB ANNOUNCEMENT

The City of West Plains is seeking a dynamic and highly organized **Civic Center Manager** to oversee the daily operations of the Civic Center. This key position is responsible for event recruitment, venue bookings, logistical planning, budget management, and facility oversight. The ideal candidate will have exceptional communication skills, strong financial acumen, and the ability to collaborate with both local community groups and national event organizers.

Key Responsibilities:

- Manage the day-to-day operations of the Civic Center, including event scheduling, staffing, box office operations, and budgeting.
- Collaborate with event organizers, performers, and stakeholders to ensure seamless execution of events, such as concerts, conferences, and community gatherings.
- Work closely with the Civic Center Supervisor and Facilities Manager to maintain a clean, safe, and welcoming environment for all visitors.
- Promote Civic Center services to the community and encourage engagement in civic events.
- Recruit, train, and manage office staff, fostering a positive and innovative work environment.
- Develop and manage the Civic Center budget, identifying revenue generation opportunities through ticket sales, rentals, and sponsorships.
- Coordinate with City departments and contractors for facility upgrades and maintenance.
- Facilitate Civic Center board meetings and prepare reports for senior management.

Qualifications:

- Bachelor's degree in Business, Marketing, Communication, or a related field.
- Minimum of three years of management experience with increasing responsibilities in operational and financial roles.
- Strong organizational and project management skills, with the ability to multitask in a fast-paced environment.
- Exceptional interpersonal and communication skills, capable of interacting with diverse stakeholders.
- Financial expertise, including budget management and revenue generation.
- Knowledge of event industry standards and venue management best practices.
- Ability to work flexible hours, including evenings and weekends.

SALARY AND BENEFITS

- This position has a salary range of \$28.53 - \$39.78 per hour, depending on qualifications and experience.
- A comprehensive benefit package is also offered, which includes:
 - Medical, Dental, Basic Life/AD&D and Long-Term Disability coverages offered at zero cost to the employee, with dependent coverage offered at the employee's cost.
 - Missouri Local Government Employee Retirement System (LAGERS) which is fully funded by the City (no cost to employee) with vesting after 5 years.
 - Voluntary participation in Vision, Cafeteria Plan IRS Section 125, Deferred Compensation 457(b) Plans, Flexible Spending Account (FSA) and Supplemental Life, Accident, Cancer coverage, and an Employee Assistance Program (EAP).
 - Generous paid time off (PTO) program in which new employees receive eight hours of PTO per pay period.

TO APPLY

To be considered for employment, you must submit a completed City of West Plains application. Applications are available online at www.westplains.gov. Completed applications and resumes may be emailed to hr@westplains.gov or delivered in-person to City Hall. All offers of employment are contingent upon successful completion of all pre-employment or post-offer testing, including but not limited to, drug and alcohol screening, thorough background investigation, credit check and medical examination.