

## Job Duties for Executive Director – Minneapolis Convention Center

This position is responsible for the overall management and operation of the Minneapolis Convention Center and provision of services to clients and guests. This facility currently consists of 480,000 square feet of exhibit space, including 60,000 square feet convertible Exhibit Hall / Ballroom space, a 28,000 square foot permanent ballroom, 88 meeting rooms, and a 3400 seat fixed seat-theater. The Executive Director has ultimate responsibility for ensuring the satisfaction and safety of all who use the facility.

- Hiring, training, and leading convention center management team in the
- Establishment of service expectations and development of programs designed to reach those goals.
- Maintaining ongoing professional relationship with local, regional, and national Clients as well as vendors, and other service providers and partners.
- Working with other city departments to ensure that the convention center remains competitive with similar facilities, while meeting the established goals of the city of Minneapolis.
- Preparing, submitting, and monitoring convention center Operating and Capital expense budgets to ensure the facility operates efficiently while providing superior service and a high quality of interior and exterior facility appearance for clients and guests.
- Providing leadership through the creation, implementation, review, and modification of short term and long term strategic plans.
- Overseeing the creation, review, and modification as needed of all convention center policy.
- Reviewing all permits for occupancy to ensure that terms meet the established requirements of the convention center and city of Minneapolis. Responsible for determining the operational feasibility of events prior to authorizing.
- Ensuring ongoing professional production of all convention center events.
- Responsible for negotiating and managing applicable contracts and agreements with vendors, decorators, labor, and other service providers as needed.

- Working with the Greater Minneapolis Convention and Visitors Association to effectively market the facility and ensure optimal occupancy.
- Overseeing management contract for the Tallmadge building.
- Preparing information and/or reports for elected city officials as required.
- Ex-officio Director – Greater Minneapolis Convention and Visitors Association

Some recent

- City of Minneapolis Wireless Initiative Steering Committee
- Business Planning Steering Committee
- Negotiating Team for discussions with Minneapolis City Supervisors Association
- Participation in Leadership Development Enrichment and Development Workshop