Assistant Director, Event Operations

Job Code: 143037

UNIVERSITY OF SOUTHERN CALIFORNIA

OT Eligible: No
Comp Approval: 8/10/2017

JOB SUMMARY:

This position is responsible for projecting, planning and overseeing the management of facility events, planning large-scale capital projects and budgeting, and collaborating with local governments to ensure project compliance, acceptance and coordination. The Assistant Director, Event Operations assesses and organizes the organizational workload in a logical manner, manages special assignments and short-term projects, and maintains established systems and training programs. The position is also responsible for maintaining records and reports necessary to comply with all standards, regulations and codes. The Assistant Director, Event Operations also manages an assigned staff as well as maintaining awareness and knowledge of legal, regulatory and technological changes which could affect operations.

JOB ACCOUNTABILITIES:

Projects, plans, and oversees the management of facility events, to include changeover between events, daily and special operations staff, and audio/video services. Ensures optimal service and cost efficiency in the development and implementation of operating plans, systems and procedures.

Strategically plans and projects large-scale capital projects and related budgeting. Develops proposals for capital projects and facility improvements designed to utilize older facility inventory more efficiently and profitably.

Assesses and organizes organizational workload in a logical manner to maximize efficiency and meet project deadlines. Plans or schedules staff accordingly, including arranging for temporary workers, when necessary. Makes any necessary adjustments to meet deadlines and commitments. Develops methods of communication with employees that focus on quantifying workloads and productivity.

Recruits, screens, hires, trains and directly supervises all assigned subordinate staff. Evaluates employee performance and provides guidance and feedback. Counsels, disciplines and/or terminates employees as required. Recommends departmental goals and objectives, including workforce planning and compensation recommendations. Reassesses or redefines priorities as appropriate in order to achieve performance objectives.

Manages special assignments or short-term projects as needed. Gathers various materials and data for special reports and special projects, as assigned.

Maintains established systems and training programs to provide a safe working environment.

Maintains all records and reports necessary to comply with university, government and accrediting agency standards, regulations and codes.

Develops and administers department budget. Approves/disapproves department expenditures. Develops short and long-term budget projections and plans. Provides financial status reports as needed.
Maintains awareness and knowledge of current changes within legal, regulatory, and technology environments which may affect operations. Ensures senior management and staff are informed of any changes and updates in a timely manner. Establishes and maintains appropriate network of professional contacts. Maintains membership in appropriate professional organizations and publications. Attends meetings, seminars and conferences and maintains continuity of any required or desirable certifications, if applicable.

Develops and implements security related procedures such as office opening and closing routines, recognition of duress signals and key controls. Coordinates security activities with Department of Public Safety. Promotes and maintains standards for security conscious awareness and behavior. Maintains knowledge of University's crime prevention and suppression programs and services. Ensures dissemination of security related information to staff.

Performs other related duties as assigned or requested. The university reserves the right to add or change duties at any time.

*Select E (ESSENTIAL), M (MARGINAL) or NA (NON-APPLICABLE) to denote importance of each job function to position.

**EMERGENCY RESPONSE/RECOVERY:**

Essential: □ No
□ Yes In the event of an emergency, the employee holding this position is required to “report to duty” in accordance with the university’s Emergency Operations Plan and/or the employee’s department’s emergency response and/or recovery plans. Familiarity with those plans and regular training to implement those plans is required. During or immediately following an emergency, the employee will be notified to assist in the emergency response efforts, and mobilize other staff members if needed.

**JOB QUALIFICATIONS:**

**Minimum Education:**

Bachelor’s degree
Combined experience/education as substitute for minimum education

**Minimum Experience:**

2 years

**Minimum Field of Expertise:**

Understanding and working knowledge of large venue, facility, or public assembly building operations and maintenance. Experience in event management including athletic competitions, musical concerts, community events, and/or filmings. Experience in the setup, execution, and teardown of events. Demonstrated ability to learn city and state building codes and OSHA work standards.

**Preferred Experience:**

4 years

**Preferred Field of Expertise:**

Bachelor’s Degree in Sport Management/or related field is preferred.

**Skills:** Other:

Analysis
Assessment/evaluation
Budget control
Budget development
Communication -- written and oral skills
Conceptualization and design
Interpretation of policies/analyses/trends/etc.
Knowledge of applicable laws/policies/principles/etc.
Negotiation
Organization
Planning
Problem identification and resolution
Project management
Scheduling
Supervisory skills

Skills: Machine/Equipment:

Calculator
Computer network (department or school)
Computer network (university)
Computer peripheral equipment
Fax
Personal computer
Photocopier

Supervises: Level:
May oversee staff, students, volunteers, agencies and/or resource employees.
Supervises employees and/or student workers.

Supervises: Nature of Work:
Administrative
Clerical/Secretarial
Managerial
Service/Maintenance
Skilled trade(s)

Comments:
Schedule flexible around events held in the facility. May be required to work weekends, evenings and/or holidays as dictated by events. This position does not participate in the Pay for Skills Program.

SIGNATURES:

Employee: ___________________________ Date:_____________________________

Supervisor: ___________________________ Date:_____________________________
The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

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