



## Career Opportunity: General Manager

### WHO WE ARE

The Southeast Events Centre is a new facility that will begin construction in 2023. The facility includes a main venue that can be used for concerts, events, ice sports, tradeshows, and ceremonies with 2,400 spectator seats (3,500+ including floor seating) as well as a 500 seat multi-use hall/gymnasium, a full commercial kitchen to cater events as well as service a 40-seat restaurant, and large atrium. The Southeast Events Centre will be located downtown, replacing the current Centennial arena, and connecting to the existing community plaza, T.G. Smith arena, Steinbach Curling Club, and theatre.

### THE ROLE

Reporting to the Southeast Events Group Board of directors, the General Manager is responsible for managing all day-to-day functions of the Southeast Event Centre including scheduling, marketing, staffing, planning and booking events. Reporting directly to the General Manager will be an Events Director, Food & Beverage Manager, and facility staff to direct work on the 2 arenas, conference and event facilities, gymnasium/hall, and all other associated areas of the Southeast Events Centre.

### DUTIES

#### **Include but are not limited to the following:**

- Work with the Board of Directors and the City of Steinbach during the building and development of the Events Centre. Opportunity to be involved in the pre-opening phase which will include:
  - Finalizing the operating model and developing a business and operating plan
  - Participating in meetings and consultations with the board of directors and public groups
  - Commencing the negotiations on leases and contracts for food & beverage, anchor tenants, and retail leases
  - Assisting with pre-opening and start up activities required during constructions
  - Developing staffing plans, process and systems for scheduling and invoicing, financial reporting, and sales and marketing alongside Southeast Events Group committees
- Facility & Tenant Management
  - Manage Southeast Events Centre staff and tenants
  - Work together with the SEG Board of directors and City to create an annual budget and works to ensure the budget is being met.
  - Work with facility staff to ensure that all building maintenance, cleaning, and ice maintenance is being done in a timely manner and on budget to ensure that all user groups and guests are satisfied
- Identify and implement marketing & advertising for all locations in accordance with the Southeast Events Group marketing committee guidelines
- Facility and Event Planning
  - Negotiate agreements for event staff such as set-up, take down, security, and cleaning services and ensure services are in place for each event
  - Manage event scheduling with primary tenants
  - Work with Events Director to attract and host events including trade shows, exhibitions, sports tournaments, concerts, etc. and coordinate all required marketing for events
  - Schedule and manage events, and support event day activities

### SKILLS & EXPERIENCE

- Demonstrated experience with community & sports organizations
- 5+ years of leadership experience
- Financial experience including creation and management of budgets, invoicing, payroll, and managing operational finances
- Excellent communication and negotiation skills
- Experience with promotion, advertising and marketing strategies
- Ability to work flexible hours as required for events and planning
- Able to provide a Criminal Vulnerable Sector check upon hire

**If you are community-minded and excited to be part of establishing the Southeast Events Centre, please send your resume to: [office@southeasteventsgroup.ca](mailto:office@southeasteventsgroup.ca) by January 29th, 2023.**

*We thank all applicants for their interest in this position. Only those selected will be contacted.*