



DIRECTOR OF OPERATIONS

Professional Facilities Management (PFM) is seeking a **Director of Events/Operations** for the Barbara B. Mann Performing Arts Hall in Fort Myers, Florida. Located on the campus of Edison State College, the Barbara B. Mann Performing Arts Hall presents a highly successful Broadway series and a wide variety of concerts, performances and events.

The Director of Operations areas of responsibility include:

- All Front of House Operations and staff, including: Concessions Manager, House Managers, ushers, security, maintenance, bartenders, and outside concessions.
- All Concessions areas including revenue generation, inventory control, code compliance and event catering needs.
- All Physical Plant related items, including maintenance and repairs
- Liaison with Edison State College Physical Plant staff to facilitate service contracts, governmental authority compliance and capital projects for the Hall.

Qualifications:

Bachelor's degree required

2-3 years experience in a similar position with some supervisory experience preferred.

For consideration, please submit resume to Human Resources via:

e-mail: info@bbmannpah.com

fax: 239.481.4620

**mail: 13350 Edison Parkway
Fort Myers, FL 33919**

No third parties please

PFM is an Equal Opportunity Employer.

M/V/D/F encouraged to apply.

Barbara B. Mann PAH

Director of Events/Operations **Job Description**

Reports To General Manager

Direct and supervise all front of house operations and staff including: house manager, ushers, security, custodians, concessions manager, bartenders, and outside concessions, etc.

Order and maintain inventory of all supplies and products in the building including: alcohol, soda, candy, coffee, water, dry goods, and maintenance supplies.

Prepare and expedite all settlement reports for rental, Edison College, and PFM produced events.

Supervise all weekly/monthly documents in-house and send to the corporate office, including: accounts payable, purchase orders, bill tracking, contract tracking, mail tracking.

Prepare and send to corporate operational, sales and cash, concessions and inventory reports.

Manage petty cash and track receipts.

Make all deposits of other income generated from concessions.

Network with local businesses and restaurants, creating dialogue of prices and services available.

Facilitate service contracts via Edison College including: elevator, air-conditioning, fire alarm and sprinkler system. Manage service contracts for the venue's pest control services.

Liaison with Edison College physical plant, security, catering office, and administration offices.

Assist in coordination of all Edison College events including: performances, graduations, receptions and meetings.

Expedite all Edison College monthly safety inspection requests or repairs needed.

Expedite minor repairs and maintenance to the BB Mann Performing Arts Hall including: wall painting, floor stripping and waxing, minor electrical upgrades, ceiling tile repair and replacement, carpet cleaning and laundry.

Hire all cleaning, maintenance and bar personnel.

Oversee all catering requirements for production and lobby events.

Generate and oversee maintenance and building budgets.

All other duties as assigned by supervisor.