

Job Title: Miller Sunset Pavilion Facility/Activity Director *(Full Time position)*

Company Overview:

Join our team at the Town of Winona Lake, IN, and contribute to the community's growth. Employees enjoy healthcare benefits, paid time off, and compensatory time. Winona Lake is a vibrant and dynamic community that values creativity, wellness, and community engagement. Our mission is to provide exceptional recreational and social opportunities for our residents all year round and promote a high quality of life.

Position Overview:

The Miller Sunset Pavilion (MSP) Facility/Activity Director (MSP Director) is a full-time salary position that keeps the MSP facility running smoothly and safely based on its intended use. This senior-level position is responsible for budgeting, maintenance, purchasing, planning, revenue generation, marketing and other activities that go into overall success and operations of the MSP. The MSP director will be responsible for the safety and security of everyone who uses the MSP facility as well as supporting profitability and growth. This professional will work with all outside vendors and contractors, negotiating contracts and ensuring those entities deliver as promised. The MSP director manages the facility maintenance, staff and other team members (seasonal employees) who deal with daily operations. The MSP Director will be responsible for assisting the Town to reach its' goal for the MSP to be a notable destination for the community all year.

Key Responsibilities:

- Oversee the maintenance needs and operations of the Miller Sunset Pavilion (MSP)
- Manage facility needs and activities within the MSP budget and ensure cost-effective operations in addition to generating revenue and grant opportunities
- Coordinate and oversee contractors to maintain a safe and clean environment as needed including any contractor needed to install and maintain ice for the winter ice rink season
- Maintain maintenance records, policies and standard operating procedures
- Ensure compliance with relevant laws, regulations and safety standards and mitigate risk by executing safety and emergency response protocols
- Plan, organize, and coordinate diverse recreational activities, events and programs for community members of all ages including during the winter ice rink season and the summer farmer's market
- Plan, schedule and coordinate private rentals and rental needs
- Create and disseminate promotional materials for activities, events and rental information to attract patrons to MSP
- Develop and maintain relationships with local organizations and businesses to collaborate on community events and advertising opportunities
- Hire, train and lead a team of employees to ensure smooth execution of the ice rink operations, programs, events and private rentals
- Evaluate the success of activities, events and programs through participant feedback/surveys
- Analyze survey results/participant feedback to make recommendations on trends and growth opportunities for the MSP
- Perform additional functions (essential or otherwise) which may be assigned.

Preferred Skills and Qualifications:

- Proven experience in facility management or a similar role
- Proven experience in organizing and managing recreational activities and events
- Strong leadership and organizational skills
- Knowledge of regulatory requirements and health and safety standards
- Excellent communication and interpersonal abilities
- Ability to multitask and prioritize in a fast-paced environment
- Proactive and creative approach to problem-solving and program development

Reports to:

- Town Manager
- As a member of the MSP committee, collaboration will be essential to advance the MSP into local/regional leadership

Salary:

Salary depends on experience level, entry level starting at \$55,000/year + benefits

Submissions Instruction:

Application for Employment: <https://www.winonalake.net/clerk-treasurer/files/application-employment>

Send an application along with resume (if available).

Application must be submitted by August 9, 2024, by 4:00 p.m. to:

Attn: Town Manager

Town of Winona Lake

P.O. Box 338

Winona Lake, IN 46590

Email: townmanager@winonalake.net

Contact information:

Attn: Town Manager

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P.O. Box 338

Winona Lake, IN 46590

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