



Position Announcement: Assistant Operations Manager
Koka Booth Amphitheatre
Cary, NC

POSITION: Assistant Operations Manager

DEPARTMENT: Operations

REPORTS TO: Operations Manager

POSITION STATUS: Full Time, Exempt

SALARY RANGE: \$42k- \$47k DOE

Summary

ASM Global, the leader in privately managed public assembly facilities, has an opening for an Assistant Operations Manager at Koka Booth Amphitheatre. The Assistant Operations Manager acts as the primary contact and resource for prospective and confirmed events at the venue, including but not limited to directing, and coordinating operations personnel and daily activities involved in executing successful events while assisting the Operations Manager in maintaining and operating the facility efficiently and effectively.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Perform quality work within deadlines with or without direct supervision.
- Interact professionally with other employees, customers, and vendors.
- Work effectively as a team contributor on all assignments.
- Ensure operations team provides excellent customer service and quality by having properly trained and delegated staff.

SUPERVISORY DUTIES:

- Implement and/or oversee setup of events including but not limited to tents, tables, chairs, table linens, and the supervision of outside vendors.
- Proactively manage labor needs and costs relative to event requirements.
- Keep the department staffed and equipped as needed, filling gaps through hiring and training.
- Build and maintain respectful relationships with staff, suppliers, and vendors.
- Work directly with Operations Manager in interviewing, hiring, and training part-time employees.
- Plan, assign, and direct work as it pertains to events.
- Manage all FOH operations in executing events effectively
- Rotate with other facility personnel to function as Manager on Duty (MOD), who maintains total responsibility and authority over all clients, staff personnel, patrons, security, and safety.

QUALIFICATIONS:

To perform this job successfully, an individual needs to be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or desired abilities. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- 1 to 2 years of experience in the Event industry specifically running an event
- 1 to 2 years of related supervisory experience
- Event set up experience
- Excellent oral, reading, and written communication skills
- Interact professionally and with a positive attitude with employees, guests, and vendors.
- Knowledge and proficiency in Microsoft Office.
- Valid North Carolina Driver's License
- Must have reliable transportation to and from work
- Must have availability to work a changing schedule including nights, holidays, and weekends

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to move around the facility; to stand for long hours during events; talk and hear. This position may require work inside or outside of the building, as needed by events.

- Must be able to sit; climb or balance; and stoop, kneel, crouch or crawl.
- Frequently lift or move objects up to 30 pounds and occasionally lift or move objects up to 60 pounds.
- Operate equipment such as utility vehicles, pallet jacks, forklifts, boom lifts or other light power-driven equipment.

To Apply:

Apply at-

https://asmglobal.wd1.myworkdayjobs.com/careers/job/Cary-NC/Assistant-Operations-Manager_R10018087

Recruiter- Chelsea Gibbs

Koka Booth Amphitheatre

101 Wilkinson Avenue

Cary, NC 27513

Applicants that need reasonable accommodations to complete the application process may contact 919-462-2025.

ASM Global is an Equal Opportunity/Affirmative Action employer, and encourages Women, Minorities, Individuals with Disabilities, and protected Veterans to apply. VEVRAA Federal