

## **CLASS TITLE: Hatbox Event Park Manager**

### **PURPOSE OF THE CLASSIFICATION:**

Responsible for Hatbox Event Center, Hatbox Field, hangars, Hatbox Hall, RV Park and facility usage within the complex including but not limited to organizing of special events and recreational activities for individuals and groups of all ages including festivals, agriculture shows, expos and trade shows, arts and crafts, music, dramatics, education and developmental programs and performs related work as required.

### **ESSENTIAL TASKS:**

- Coordinates the operation of Hatbox Event Center, Hatbox Field, hangars, Hatbox Hall, RV Park and administers diversified event programming to meet the needs of the community.
- Assists in the management and oversight of the schedule of events to ensure maximum use of the facilities and avoid conflicts with multiple user groups and traffic in and out of the facility.
- Organizes, schedules, supervises and evaluates employees; trains and instructs staff personnel; coordinates activities and acts on employee problems; recruits, interviews and recommends staff selections.
- Oversight of weekly schedules and work assignments of Hatbox Event Park staff. Reviews and approves employee time and attendance as necessary.
- Develops and recommends policies and procedures for programs and events including but not limited to work rules, fees/charges, hours of operation, contract services, etc.
- Evaluates programs and activities to determine if they are meeting their objectives; promotes and stimulates good relations with neighborhood and community groups and organizations locally, regionally and statewide.
- Assists in the promotion of programs and events to diverse populations, attracting local community use and out of town guests to the complex.
- Assists with and collects fees and event ticketing process as necessary. Ensures money handling and purchasing procedures are in compliance with City policies and procedures.
- Assembles and disassembles various equipment.
- Inspects facilities, equipment and program activities for safety and cleanliness.
- Recruits and enlists volunteers and support staff for programs and community events.
- Ensures compliance with City policies and procedures.
- Supervises and participates in the daily maintenance and cleaning of an assigned center.
- Prepares work orders for special maintenance needs and supplies.
- Serves as a resource person on advisory committees.
- Acquires event sponsorships and/or donations for special events hosted by the Parks and Recreation Department.
- Proposes and carries out long term planning for event development and recruitment, recreation and leisure activities.
- Operates office equipment such as fax machines, copiers and phone systems and uses computer for spreadsheets, word processing, database management and other applications; learns to operate new office technologies as they are developed and implemented.
- Cultivates and fosters partnerships with supporting organizations, reservation and scheduling of events and contract use of the facilities and buildings within the complex.
- Assists in marketing and promotion of the complex, its facilities and events to appropriate audiences utilizing mass media, social media, press releases, direct mail, flyers, newsletters, website, etc.
- Markets event offerings to positively impact visitation, related revenues and the complex's image.
- Performs other work as necessary and or as assigned.
- Must report to work on a regular and timely basis.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position.

### **REPORTING RELATIONSHIPS:**

The Hatbox Event Park Manager reports directly to the Assistant Parks Director for Exposition and Civic Facilities.

The Hatbox Event Park Manager supervises Maintenance Leader I, Maintenance Worker I, part-time, temporary and volunteer staff scheduled to assist with event and facility operations.

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# Hatbox Event Park Manager Grade 41



City of Muskogee

Created 04/2024

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## **QUALIFICATIONS:**

**Training and Experience:** Graduation from an accredited college or university with a bachelor's degree in business, agri-business, parks and recreation management, marketing, tourism, hospitality, event management or other related field and at least three (3) years of office administrative management experience and at least two (2) years of experience coordinating special events, or an equivalent combination of training and experience.

**Knowledge, Abilities and Skills:** Good knowledge of the principles and techniques employed in a public recreation program; good knowledge of the purposes of centers established to meet the leisure time and recreational needs of community groups; good knowledge of the facilities and equipment of organized public recreational programs; and good knowledge of first aid methods and safety precautions necessary in recreation work. Ability to organize and secure the effective cooperation of community groups to determine special recreational needs; ability to train and lead subordinates in recreation work; ability to instruct individuals in game, play or group activities; ability to communicate effectively, both verbally and in writing; and the ability to understand and influence the behavior of others within the organization, customers or the public in order to achieve job objectives and cause action or understanding.

**Physical Requirements:** The physical requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of this job in compliance with the Americans with Disabilities Act (ADA) requirements. On a case by case basis, reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Physical requirements include frequent walking and standing; frequent lifting of over fifty (50) pounds; occasional carrying of objects weighing over fifty (50) pounds; constant reaching and handling; occasional balancing, stooping, kneeling, crawling and climbing; vision, speech and hearing sufficient to perform essential tasks. Punctuality and reasonable attendance is essential. Must submit to drug screening and fitness to work physical exam.

**Licenses and Certificates:** Possession of a valid Oklahoma Class D driver's license is required.

**WORKING ENVIRONMENT:** Work in this classification is primarily outdoors. Will travel to other city locations as required. Exposure to wet, hot, cold and/or humid conditions. Requires ability to work nights, weekends, holidays and irregular hours.

**WORK HOURS:** Work schedule varies according to need but 8:00 a.m. to 5:00 p.m. when flexing of schedule is not needed. Some overtime and/or the ability to flex schedule for evening. Requires ability to work nights, weekends, holidays and irregular hours.

**MINIMUM PAY:** \$19.09/hr. - \$27.34/hr. Excellent employee benefits (insurance, vacation leave, sick leave, retirement, holidays).

**WORK LOCATION:** City of Muskogee Parks and Recreation Department, Recreation Division, Hatbox Sports Complex, 3601 Arline Avenue, Muskogee, Oklahoma.

**RESUMES MAY BE SUBMITTED BUT WE REQUIRE OUR EMPLOYMENT APPLICATION BE COMPLETED ALONG WITH THE APPLICATION.** We can also fax, email or mail one to you or you can pick one up from the City of Muskogee Human Resources Department at 505 Columbus Street, Muskogee, Oklahoma. Applications can be returned to the same address or by mail: City of Muskogee, Human Resources Department, P. O. Box 1927, Muskogee, OK 74402-1927; by fax: 918-684-6223; or by email: [jkennedy@muskogeeonline.org](mailto:jkennedy@muskogeeonline.org). If you should have any questions, please call the Human Resources Department at 918-684-6221 or inquire in person at the address above or fax or email (above).

**DEADLINE FOR APPLICATIONS:** There is no deadline for applications for this position – it will be open until filled.

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