



## General Manager Kentucky International Convention Center

### KENTUCKY EXPOSITION CENTER

937 Phillips Ln  
Louisville, KY 40209  
Phone: 502.367.5000

### KENTUCKY INTERNATIONAL CONVENTION CENTER

221 S Fourth St  
Louisville, KY 40202  
Phone: 502.595.4381

[www.kyvenues.com](http://www.kyvenues.com)

Salary: Commensurate with experience  
Work Address: 221 Fourth Street Louisville, Kentucky 40202

Under the Kentucky Venues brand, two major convention and exposition facilities—the Kentucky Exposition Center and the Kentucky International Convention Center—serve regional, national and international clients. Governed by the Kentucky State Fair Board, Kentucky Venues also owns and produces signature events: the Kentucky State Fair, World’s Championship Horse Show, National Farm Machinery Show, Championship Tractor Pull, North American International Livestock Exposition, and the North American Championship Rodeo. From agriculture to technology, autos to entertainment, and athletics to livestock, Kentucky Venues has the facility, capacity and services to make each event a success.

The Kentucky International Convention Center, located in the heart of downtown Louisville, is the agency’s showcase venue. Recently completing a major renovation from the ground to rooftop, the KICC hosts a full calendar of major conventions, national meetings, private parties and exclusive events. The stunning Kentucky International Convention Center, spanning over two city blocks, owns two adjacent parking garages and is within steps of major hotels, restaurants and entertainment hot spots.

#### Job Description:

As a key member of the executive management team, the General Manager directs the daily operations of the KICC staff and facility, and provides executive level management and policy analysis for the KICC. Responsibilities include working with business representatives, organizations, community agencies, advisory committees, and show producers. The General Manager negotiates operational contracts, monitors the work of contractors, and serves as liaison with state and local departments and officials. Duties are performed under the direction of the President/CEO of Kentucky Venues and work is subject to evaluation based on results obtained.



### **General Manager Essential Duties:**

- Addresses the mission critical needs of enhancing business development, improving operational excellence and customer service responsiveness required to compete in the national convention and tradeshow markets;
- Executive ownership of capital projects and related construction;
- Advancement of best practices that will lead to first class customer service and operational excellence;
- Provides day-to-day management for the overall operation of the KICC venue spaces and facilities, and management oversight of departmental areas;
- Provides necessary facility support and services to successfully stage and accommodate convention and event activities;
- Acts as representative with state and local departments and officials, stakeholder groups, business and civic organizations, and clients;
- Plans, organizes, assigns, and directs, through management and supervisory personnel, the daily activities and work assignments of clerical, unskilled, semi-skilled, skilled, paraprofessional, professional, and contract employees;
- Communicates and works with representatives of various business organizations, community groups, and show groups, regarding facility accommodations and services for conventions, trade shows, consumer shows, entertainment productions, banquets, and community events;
- Prepares and approves recommended budget and provides for effective and timely oversight of expenses to budget;
- Plans for existing and future staffing, equipment, and material needs;
- Performs contract administration duties, including evaluating proposals and bids, negotiating and recommending contract terms, evaluating performance, and ensuring compliance with contract agreements;
- Meets with and develops effective working relationships with the corporate community and partner organizations;
- Directs professional staff tasked with vendor contracts, press and media contracts among other major sources of show income;
- Works closely with show clients and tenants to provide consistent, timely delivery of high quality services and provides effective measurement of service delivery results;
- Demonstrates superior customer service, integrity, and commitment to innovation, efficiency, and fiscally responsible activity.

### **Required Knowledge, Skills and Abilities:**

#### Knowledge of

- Current industry practices and procedures in the operation and leadership of an exposition center, convention center, arena, or similar public assembly facility.
- Current industry practices and procedures in providing effective sales programs.
- Revenue programs and potential revenue-generating opportunities relative to a multi-function convention center operation.
- Effective practices/programs for provision of first class customer service and monitoring of service delivery.
- Principles and practices of public administration, municipal budgeting and expenditure monitoring, supervision, and public building management.
- Effective management and leadership practices and skills.

Ability to:

- Provide leadership and management guidance over a wide range of departmental staff.
- Negotiate effectively in writing and in person with private and public agencies and with representatives of various business, client, and community groups.
- Perform a broad range of supervisory responsibilities over others.
- Achieve established objectives with minimal guidance and supervision.
- Make presentations to small and large groups.
- Comprehend and make inferences from written material.
- Operate effectively within state government.
- Work cooperatively with other agency employees, management, a wide range of elected officials, large-scale municipal government, Louisville Tourism, and the general public.
- Negotiate successful results representing the best interests of the Kentucky International Convention Center.

Applicants and employees in this job title may be required to submit to a criminal background check.

Contact Information:

Interested applicants should e-mail a cover letter, résumé, and at least 3 professional references to:

Paul Herberg  
Human Resources Director  
Kentucky Venues  
[paul.herberg@kyvenues.com](mailto:paul.herberg@kyvenues.com)

The subject line of the email shall state "KICC General Manager Vacancy".

All applications must be received by 4:30 PM on March 29, 2019.

*THE COMMONWEALTH OF KENTUCKY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, NATIONAL ORIGIN, SEX, AGE, DISABILITY, SEXUAL ORIENTATION, GENDER IDENTITY, GENETIC INFORMATION OR VETERAN STATUS. REASONABLE ACCOMODATIONS ARE PROVIDED UPON REQUEST.*