

City of Auburn, Maine
General Manager-Norway Savings Bank Arena

The City of Auburn has an exciting opportunity for an energetic, organized, multi-talented individual to oversee the operations of Norway Savings Bank Arena, of the city-managed dual surface ice arena. The General Manager will report directly to the Office of the City Manager. This position requires a combination of administrative, managerial, technical, professional, supervisory and hands-on work. Duties include planning and directing the operations of the arena; supervision of the staff and volunteers of the arena; developing and implementing a sales and marketing plan for the generation of revenues including pro shop, concessions, vendors and ice rentals; developing and implementing Ice Arena goals, objectives, policies and procedures; and developing a first class recreation facility and programming for all participants.

Successful candidate must have knowledge of Business Administration, recreation and/or sports management, ice arena management and maintenance procedures, budgeting, marketing, and event planning and scheduling. Must have excellent interpersonal skills, problem solving skills, and written and oral communications skills. Must be able to work nights, weekends and holidays. Bachelor's degree preferred in Business Management, Sports and Recreation Management or similar education, plus three years of management and supervisory experience in municipal parks and recreation or ice arena organization. Must have a valid Driver's License and a good driving record.

Candidates should submit cover letter, resume, salary requirements and at least 3 references to: Deborah Grimmig, Human Resources Director, 60 Court Street, Auburn, Maine 04210. Tel. number is 207-333-6601 ext 1414 or 1416. E-mail address is dgrimmig@auburnmaine.gov Deadline for submission of resume is Friday March 22, 2014.

The City of Auburn is an Equal Opportunity Employer