



POSITION TITLE: Director of Operations

ORGANIZATION: @the Grounds (formerly Placer County Fairgrounds)

LOCATION: Roseville, California

STATUS: Full Time/ Exempt

REPORTS TO: General Manager

Project Overview

Placer Valley Sports Complex (PVSC) has entered into a long-term agreement with Placer County to renovate, invigorate and manage the rebranded @the Grounds property (a 60-acre complex formerly known as Placer County Fairgrounds) in the heart of Roseville, California. The site consists of a 150,000-square-foot multi-use Event Center, more than 25,000 square feet of additional meeting and exhibit space, a grandstand speedway, animal barns, RV Park and grounds.

Job Summary

To ensure the sustainable operation and management of event services and facility operations at @the Grounds; to assist in the establishment of the facility as a premier convention, meeting, event, festival, fair and celebration destination with an emphasis on creating an operations team and to be the problem-solver with operations or event issues.

Duties & Responsibilities

The Director of Operations will oversee the daily operations of the facility including, but not limited to: event management, parking operations, venue operations, housekeeping, audio/visual, conversions, and departmental budgeting. The Director of Operations will oversee the department personnel, budgets and be responsible for future financial forecasting, equipment, and participate in the oversight of the overall financial needs of the facility. The Director of Operations is also expected to attend night and weekend events and develop and manage all training programs.

- Operate the facility in compliance with all State, Federal and local laws and policies
- Ensure the facility and grounds are presentable, well-maintained, and up to codes/standards in order to meet the general needs of users and the expectations of the Board and the County
- Develop and implement preventative maintenance schedules, emergency procedures, and safety policies
- Make recommendations for capital improvements and request tools and equipment as needed
- Ensure the appropriate operation and maintenance of the onsite RV facilities by working with the on-site RV host and hostess
- Manage subordinate Supervisors and Managers including planning, assigning, and directing work.
- Oversee all permanent full time, part time and temporary/seasonal employees – including all probation and adult work-release personnel assigned to the site for community service

- In coordination with Human Resources, handle recruitment of departmental staff including interviewing, hiring, and training staff and ensuring employees are following all safety procedures
- Assist with emergency use of the facility for County evacuations or emergency response situations
- Maintain departmental staff records; administer performance evaluations and disciplinary action in accordance with policy and procedures
- Assist in the preparation of an annual operating budget and recommend an annual capital improvement budget for long-range repairs and improvements to the facility
- Resolve issues and/or conflicts as they arise
- Track and report event expenses and help create event profit and loss statements as needed
- Work with facility management system and ensure staff are utilizing the system effectively and completely

Requisite Skills

- At least five (5) years of venue operations experience and supervisory experience
- Ability to manage excellent customer relations with the diverse population of patrons that use the facility
- Ability to use a venue management system to effectively manage tasks and other event-related documents
- Strong organization skills, including the ability to manage multiple priorities and simultaneous events and to remain flexible and adjust to situations as they occur
- Ability to manage large events, with potentially high stress incidents, while under public scrutiny
- Patience, determination, and the ability to manage change and pressure successfully
- Ability and willingness to provide hands-on assistance alongside staff before, during and post events
- High school or GED AS WELL AS nine (9) years of required educational and supervisory experience
- Ability to work around animals typically found in a County fair/4-H environment (horses, cattle, pigs, dogs, etc.)

Preferred Qualifications

The right candidate should be highly organized with a proven track record of working with and contracting with various stakeholders and partners; developing and maintaining the training program; procuring building equipment and materials.

- A bachelor's degree in a related field
- Direct experience in festival and event production
- Familiarity with fairs, 4H and FFA programs
- Experience with communication and hospitality skills

This job description/posting describes the general purpose and responsibilities assigned to this job and are not an exhaustive list.

Salary and Benefits

Full-time, salaried position. Competitive salary, bonus package including full benefits.

To Apply

Submit cover letter and resume to carrie@atthegrounds.com