



Ice Rink Events is hiring a Venue Manager for **Skate the Station at Atlantic Station!**

**Position Overview:**

This position is a full-time, seasonal position, starting in **October 2021** and ending in **February 2022**.

We are looking for outgoing, enthusiastic Venue Managers to join our team! The primary function is to oversee the day-to-day management of an outdoor, public ice skating rink. The ability to quickly and efficiently hire and train a staff has enormous value. With the oversight of upper management, Venue Managers will follow all budgets, along with completing daily financial documents. Venue Managers are to remain visible during operating hours. All while maintaining a fun and enjoyable environment for our employees and guests.

Be available to work flexible hours, including but not limited to evenings, weekends, and holidays. The ability to work outdoors is required.

**Key Responsibilities:**

- Day-to-day management of an outdoor, public ice skating venue.
- General office duties, including scheduling, bank reconciliation, and basic financial reporting.
- Recruit, hire, and train local, seasonal staff.
- Manage daily upkeep of facilities including walkthroughs, repairs, and cleaning.
- Daily operation and management of the POS and online ticketing/waiver system.
- Management of e-mail-based group reservations.
- Develop and maintain positive relationships with colleagues, clients, suppliers and other partners.
- Follow company policies and procedures in the areas of customer service, liability prevention, staff management, and reporting.
- Assist with setup and tear down of the venue, alongside a professional install team.
- Perform all other duties as assigned.

**Qualifications:**

- Must have a passion for hospitality and guest services.
- Previous management/supervisor experience is preferred.
- Must have strong leadership and communication skills. Creative problem-solving skills are a plus.
- Experience or interest in ice sports is a plus, but not mandatory.
- Willingness to work outdoors in a fast-paced environment.
- Physical ability to walk, stand, bend, twist, and lift on a daily basis.

**To Apply, Please:**

- 1. REPLY TO THIS AD.**
- 2. ATTACH YOUR RESUME.**

*\*Ice Rink Events is an Equal Opportunity Employer and fully subscribes to the principles of Equal Employment Opportunity. Applicants and/or employees are considered for hire, promotion and job status, without regard to race, color, religion, creed, sex, marital status, national origin, age, physical or mental disability.*