

Risk Management/Insurance Department
Office: (432) 498-4011
Fax: (432) 498-4097



Payroll/Retirement Department
Office: (432) 498-4026
Fax: (432) 498-4097

**ECTOR COUNTY, TEXAS
HUMAN RESOURCES DEPARTMENT**

**EVENT MANAGER
COLISEUM**

The Ector County Coliseum is in need of an Event Manager. The Event Manager will be under the supervision of the Director and the Assistant Director.

PRIMARY DUTIES: The Event Manager will be responsible for overseeing events on the coliseum complex by aiding security and communicating with tenants to insure the proper setup of events. Aide in obtaining necessary labor to keep events functioning. Act as primary liaison between concession contractor and the Ector County Coliseum. Insure the proper inventory practices of vendors and collect novelty percentage. Assist in office activities.

MINIMUM QUALIFICATIONS: High school graduate or equivalent. Ability to comprehend reading instructions, have writing and basic math skills along with semi-complex problem solving skills. Performs duties by following established standard operating procedures and/or policies. Work requires personal interaction with event promoters and other county employees in order to insure the building and the events function in an efficient manner. Must have a Texas driver's license with an insurable driving record.

SALARY: \$16.83 p/h plus excellent benefits; hours 8:00 am to 5:00 pm (or as required); Monday thru Friday (or as required); and occasional weekends and evenings as required.

DEADLINE: UNTIL A SUFFICIENT AMOUNT OF APPLICATIONS HAVE BEEN SUBMITTED FOR CONSIDERATION.

Please apply at the Ector County Annex Building located at 1010 E. Eighth Street, Human Resources Department, room 126, Odessa, Texas. Ector County does not discriminate on the basis of race, color, national origin, sex, religion, age and disability in employment or the provision of services.

NOTICE: Federal law requires all employers to verify the identity and employment eligibility of all persons hired to work in the United States. This employer will provide the Social Security Administration (SSA) and, if necessary, the Department of Homeland Security (DJHS), with information from each new employee's Form 1-9 to confirm work authorization. Passing a pre-employment urinalysis drug screen is required.

08/19/19

Job #361