



**Job Description: Venues Program Manager
Mat-Su 2024 Arctic Winter Games
902 E. Palmer-Wasilla Hwy, Palmer, AK 99645**

Arctic Winter Games Overview

The Mat-Su 2024 Arctic Winter Games Host Society was formed to plan and deliver a world class sporting and cultural event, welcoming 2,000 participants and an equal number of volunteers, from around the circumpolar north. This event includes 21 traditional indoor and outdoor winter sport competitions as well as a weeklong Indigenous cultural exchange program. The Mat-Su 2024 Arctic Winter Games will be held March 10-16, 2024.

Position Description

The 2024 Arctic Winter Games will take place throughout 25-30 venues in the Mat-Su Borough along with Ted Stevens International Airport, and 2-3 venues in the Municipality of Anchorage. Major venue partners include the Mat-Su Borough School District, the Mat-Su Borough, City of Wasilla, City of Palmer, and Municipality of Anchorage. Venues will host sport competitions, cultural, social, and entertainment events, care and comfort, marketing and media, volunteers, results center, and administration as well as arrivals and departures. In addition, there are storage, warehouse, security, and parking plans to be coordinated. The Venue Program Manager will work closely with the Director of Venues, Sport Technical Director, Director of Care and Comfort, Security Chair, Transportation Chair, Volunteer Program Manager, Arts & Culture Coordinator and General Manager to complete the work. Cross collaboration with other Functional Areas and Interdependencies will be needed.

Key Responsibilities

1. Learn and implement the Venue Management Model from the Arctic Winter Games Staging Manual, and coordinate formation and regular meetings of venue teams for each venue.
2. Support the Director of Venues in ensuring all facility requirements are met for each sporting and cultural event, and at participant villages.
3. Manage the completion of detailed facility use agreements and payments.
4. Manage insurance requirements at each venue.

5. Create detailed agreements with appropriate governmental agencies outlining what they will be responsible for at which venues (snow removal, access, technology, janitorial, garbage pick-up, etc.)
6. Ensure there is a cleaning plan for each venue, and contract for janitorial services if needed.
7. Create or obtain digital files for each venue that include diagrams with parking, seating capacity, and fit-out notes. Create documents for major meetings that provide detailed information on each venue.
8. In consultation with the Director of Venue and the Security Chair, create a parking plan to include event evacuation, and secure appropriate signage.
9. Create detailed decommissioning plans for each venue
10. Determine and manager volunteer workforce needs related to venues, warehousing and logistics, & parking through planning, & fit out to decommissioning

This job description is intended to convey information essential to understanding the scope of the position and it is not intended to be an exhaustive list of skills, efforts, duties, responsibilities or working conditions associated with the position. Additional duties may be assigned by the General Manager.

Position Requirements

1. Excellent oral and written communication skills.
2. Strong group facilitation skills.
3. Interpersonal skills and the ability to relate effectively to people of diverse backgrounds and education levels.
4. Organizational skills and the ability to handle multiple and continuously evolving priorities effectively.
5. Technology Skills: Intermediate proficiency with MS Office applications, including Word, Excel, PowerPoint, and Outlook and a strong working knowledge of GSuite and database driven software. (GEMS experience a plus)

Salary: \$4,000/ month

Position Type: Temporary, flexible scheduling due to some evening and weekend events.

Hybrid some remote work with an in office requirement for team meetings and events.

Full Time: November 1, 2022- April 30, 2024

Benefits not included

Closing Date: When filled

Posting Type: External Only

To apply: Send cover letter and resume, to include three current references. References will likely be contacted prior to the interview.

Kerry Quade, General Manager

Mat-Su 2024 Arctic Winter Games Host Society

kerry.quade@awg2024.org

We appreciate the interest of all applicants; however, only those individuals selected for interviews will be contacted.