



MINEOLA CIVIC CENTER™

Executive Director Job Description

Position Title: Executive Director - Mineola Civic Center

Reports To: President - Mineola Civic Center Board of Directors

FLSA Classification: Exempt

Job Summary:

The Executive Director of the Mineola Civic Center (MCC) is accountable for all aspects of the center's operation, sales and marketing, maintenance, staffing, and financial operating performance.

The Executive Director shall supervise, administer, and as necessary, participate in all operations of the Mineola Civic Center. Including event scheduling, setup/teardown, and building maintenance.

Employment and compensation of the Executive Director of the Mineola Civic Center shall be determined by the Board of Directors upon recommendation of the Employee Committee.

The Executive Director shall conduct the business of the Mineola Civic Center (MCC) in accordance with the directives and policies of the Board of Directors and as directed by the President.

Typical Duties:

- Administer and maintain the calendar of all events/groups scheduled at the Mineola Civic Center and distribute the calendar through the center's website and to select community partners on an on-going basis. This includes learning software related to event management and RV site rental scheduling.
- Administer and maintain accurate records and privacy of the MCC Donor Database.
- Administer and maintain the MCC Corporate records and archives.
- Responsible for annual Payment Card Industry (PCI) compliance for data security compliance.
- Provide on-site supervision and management of events held at the MCC, directing staff activities, addressing client needs/concerns, and troubleshooting logistics related to events.
- Inventory and maintain all MCC assets.
- Maintain accurate records of all MCC owned maintenance vehicles and equipment for insurance purposes and coordinate MCC worker's compensation claims with the Texas Municipal League Intergovernmental Risk Pool.