



## General Manager Kentucky Exposition Center

### KENTUCKY EXPOSITION CENTER

937 Phillips Ln  
Louisville, KY 40209  
Phone: 502.367.5000

### KENTUCKY INTERNATIONAL CONVENTION CENTER

221 S Fourth St  
Louisville, KY 40202  
Phone: 502.595.4381

[www.kyvenues.com](http://www.kyvenues.com)

Salary: Commensurate with experience  
Work Address: 937 Phillips Lane, Louisville, Kentucky 40209

Under the Kentucky Venues brand, two major convention and exposition facilities—the Kentucky Exposition Center and the Kentucky International Convention Center — serve regional, national and international clients. Governed by the Kentucky State Fair Board, Kentucky Venues also owns and produces signature events: the Kentucky State Fair, World’s Championship Horse Show, National Farm Machinery Show, Championship Tractor Pull, North American International Livestock Exposition, North American Championship Rodeo and All-In Hoopfest. From agriculture to technology, autos to entertainment, and athletics to livestock, Kentucky Venues has the facility, capacity and services to make each event a success.

The Kentucky Exposition Center, conveniently located at the airport exit just off of I-65 and I-264 in Louisville, is the agency’s flagship venue. This 1.2 million square feet multipurpose venue and property is the home of historic Freedom Hall arena, the modern and expansive North and South Wings, Broadbent Arena, plus an impressive indoor livestock and multi-function exhibit space within the West Wing and Hall. The KEC and its staff produce the largest, continuously air conditioned indoor State Fair in the world. All types of events, concerts, conferences, seminars, meetings and livestock shows throughout the calendar year simultaneously take place on the KEC grounds. Additional features include an FAA-approved heliport, an indoor-outdoor horse show arena, and a shared facility with Kentucky Kingdom/Hurricane Bay Amusement Park.

### Job Description:

The General Manager directs the daily operations of the KEC staff and facility, and provides executive level management and policy analysis for the KEC. Responsibilities include working with business representatives, organizations, community agencies, advisory committees, and show producers. Duties also include oversight of the Sales, Expositions, Event Management, Facility Operations, and Safety/Security departments. The General Manager negotiates operational contracts, monitors the work of contractors, and serves as liaison with state and local departments and officials. Duties are performed under the direction of the President/CEO of Kentucky Venues and work is subject to evaluation based on results obtained.



### **General Manager Essential Duties:**

- Addresses the mission critical needs of enhancing business development, improving operational excellence and customer service responsiveness required to compete in the national convention and tradeshow markets;
- Executive ownership of capital projects and related construction;
- Advancement of best practices that will lead to first class customer service and operational excellence;
- Provides day-to-day management for the overall operation of the KEC venues and facilities, and management oversight of departmental areas;
- Provides necessary facility support and services to successfully stage and accommodate convention and event activities;
- Acts as representative with state and local departments and officials, stakeholder groups, business and civic organizations, and clients;
- Plans, organizes, assigns, and directs, through management and supervisory personnel, the daily activities and work assignments of clerical, unskilled, semi-skilled, skilled, paraprofessional, professional, and contract employees;
- Directs and supervises operation and maintenance programs;
- Communicates and works with representatives of various business organizations, community groups, and show groups, regarding facility accommodations and services for conventions, trade shows, consumer shows, entertainment productions, banquets, and community events;
- Prepares and approves recommended budget and provides for effective and timely oversight of expenses to budget;
- Plans for existing and future staffing, equipment, and material needs;
- Performs contract administration duties, including evaluating proposals and bids, negotiating and recommending contract terms, evaluating performance, and ensuring compliance with contract agreements;
- Meets with and develops effective working relationships with the corporate community and partner organizations;
- Oversee all aspects of producing four agency-owned expositions—the Kentucky State Fair, the World’s Championship Horse Show, the North American International Livestock Exposition and the National Farm Machinery Show;
- Directs professional staff tasked with expo booth and vendor contracts, livestock operations, sponsorship generation, education exhibit production, tractor pull events, horse show operation, press and media contracts among other major sources of show income;
- Directs all aspects of producing the Kentucky State Fair and maintains relationships with statewide FFA, 4H and UK county extension agents;
- Works closely with show clients and tenants to provide consistent, timely delivery of high quality services and provides effective measurement of service delivery results;
- Demonstrates superior customer service, integrity, and commitment to innovation, efficiency, and fiscally responsible activity.

## **Required Knowledge, Skills and Abilities:**

Knowledge of:

- Current industry practices and procedures in the operation and leadership of an exposition center, convention center, arena, or similar public assembly facility.
- Current industry practices and procedures in providing effective sales programs.
- Revenue programs and potential revenue-generating opportunities relative to a multi-function exposition center operation.
- Effective practices/programs for provision of first class customer service and monitoring of service delivery.
- Principles and practices of public administration, municipal budgeting and expenditure monitoring, supervision, and public building management.
- Effective management and leadership practices and skills.

Ability to:

- Provide leadership and management guidance over a wide range of departmental staff.
- Negotiate effectively in writing and in person with private and public agencies and with representatives of various business, client, and community groups.
- Perform a broad range of supervisory responsibilities over others.
- Achieve established objectives with minimal guidance and supervision.
- Make presentations to small and large groups.
- Comprehend and make inferences from written material.
- Operate effectively within state government.
- Work cooperatively with other agency employees, management, a wide range of elected officials, large-scale municipal government, Louisville Tourism, and the general public.
- Negotiate successful results representing the best interests of the Kentucky Exposition Center.

Applicants and employees in this job title may be required to submit to a criminal background check.

### Contact Information:

Interested applicants should e-mail a cover letter, résumé, and at least 3 professional references to:

Paul Herberg  
Human Resources Director  
Kentucky Venues  
[paul.herberg@kyvenues.com](mailto:paul.herberg@kyvenues.com)

The subject line of the email shall state “KEC General Manager Vacancy”.

All applications must be received by 4:30 PM on August 6, 2018.

*THE COMMONWEALTH OF KENTUCKY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, NATIONAL ORIGIN, SEX, AGE, DISABILITY, SEXUAL ORIENTATION, GENDER IDENTITY, GENETIC INFORMATION OR VETERAN STATUS. REASONABLE ACCOMODATIONS ARE PROVIDED UPON REQUEST.*