ABOUT OKLAHOMA CITY – A WAY OF LIFE...

From treasure-filled museums to fun and funky festivals, outdoor recreation to loads of shopping and so much more, come discover all there is to do in Oklahoma City.

- **Must Do in OKC** - Whether you're traveling to Oklahoma City for the first time, a repeat visitor or a lifelong local, view the Top 10 List of things to see and do.
- **Family Fun** - Whether it's a day spent in the Adventure District exploring the Science Museum or the Zoo or walking to all of the shops and restaurants in midtown, there's a vibrant energy around these diverse districts.
- **Outdoor Recreation** - From climbing to hiking to watersports, OKC has plenty of ways to play outside for casual fun or serious enthusiasts.
- **History & Heritage** - The offerings are quality and diverse, and each presents some aspect of the region, people and achievements including the Oklahoma History Center, Oklahoma Hall of Fame, 45th Infantry Museum.
- **Arts & Culture** – Oklahoma City’s art scene runs year round with the Oklahoma City Ballet, the Oklahoma City Philharmonic, Oklahoma City Museum of Art and the Paseo Arts District.
- **Sports** - Sports are taken pretty seriously in OKC. And while the Oklahoma City Thunder have certainly captured our hearts, our passion for sports includes basketball, baseball, soccer, paddle sports, softball and much more.
- **OKC Events** – Experience the best of OKC by checking out the featured events and activities by signing up for the free monthly eNewsletter. For what’s new and trip inspiration go to the Insider’s Guide

**Oklahoma City Hotels** – With an ever-increasing number of hotels, ranging from contemporary to historic, you can always find the perfect place after a day of adventure in Oklahoma City.

**Meetings in OKC** - Oklahoma City has earned a bit of reputation for big projects, with more than $5 billion of public and private investment in quality-of-life projects and improvements happening over the past two decades.

**Oklahoma City Convention & Meeting Services** – The OKC CVB wants your meeting to be a success. From the beginning basics of the planning process, until the last detail is complete, the dedicated team of Services Manager will be your partners in coordinating your meeting or event.

Oklahoma City embodies the Modern Frontier and defines its own future. A young city steeped in Native American and Western culture, openness, and an enterprising nature, OKC embraces its roots and continues to pave the way as a center of innovation and entrepreneurship where anything is possible.

Click [here](https://www.officialvisitokc.com) for the official Visit OKC website.
ABOUT THE OKLAHOMA CITY CONVENTION CENTER

The Oklahoma City Convention & Visitors Bureau (OKC CVB), local civic leaders and other dignitaries gathered to celebrate the historic ceremonial groundbreaking for the all-new Oklahoma City Convention Center. This totally new convention center marks a significant milestone in OKC’s commitment to the meetings and convention industry.

The new Oklahoma City Convention Center will include a 200,000-square-foot exhibit hall, a 30,000-square-foot ballroom and 45,000 square feet of additional meeting space.

The convention center is the largest single construction project in Oklahoma City’s history, as well as the largest of eight MAPS 3 capital improvement projects funded by a 1-cent sales tax.

The OKC CVB has launched a new website, MeetInOKC.com, to keep meeting planners and others up-to-date on all of the convention center news leading up to the opening, as well as as act as a guide to Oklahoma City for planners and attendees.

The state-of-the-art building will be located east of Scissortail Park along Robinson Boulevard between SW 4th and SW 7th streets. The convention center’s sleek and modern design features sweeping downtown views, and materials designed for energy efficiency and resiliency against the weather. The gleaming, angular façade has towering glass walls to make maximum use of natural light and takes its design cues from Oklahoma City’s sky, landscape and architectural character.

The 200,000-square-foot exhibit hall will dominate the ground floor and feature three operable walls, making it divisible into four flexible spaces. There will be a total of 45,000 square feet of meeting spaces on all levels of the building, many also having operable walls to make the spaces flexible. The rooms can be configured to provide up to 27 individual meeting spaces. A 30,000-square-foot ballroom is the main space on the fourth level, complemented by 10,000 square feet of pre-function space and a 4,000-square-foot balcony. Informal meeting spaces, a kitchen, a potential café space, an expansive loading dock and administrative offices are also planned for the convention center.

Click here for more information regarding the new convention center.

ABOUT THE COX CONVENTION CENTER

**Arena** - At the heart of the ASM Global managed Cox Convention Center is the almost 15,000-seat arena. While managed by ASM Global, this is a separate “arena/stadium” leadership team. Designed with generous seating for concerts, conventions and sporting events, the arena is home to the Oklahoma City Blue of the NBA’s Development League. This same arena is easily transformed to create an intimate setting for family shows and special events and has become a memorable venue for numerous graduations and community events.

**Exhibit Halls** - Our Exhibit Halls total 100,000 square feet (80,000 of which is column-free) and can be divided into eight (8) separate halls to create the ideal space for showing off your wares. The Exhibit Halls are also an excellent option for concerts, sporting events and more.

**Meeting Rooms & Ballroom** - Connected by a glass-enclosed sky bridge to the neighboring Renaissance Oklahoma City Convention Center Hotel, the Cox Convention Center’s meeting room complex features a 25,000 square foot ballroom and more than 21 meeting rooms perfect for events large or small.

Click here for more information regarding the Cox Convention Center.
ABOUT THE OKLAHOMA CITY CONVENTION & VISITORS BUREAU

The Oklahoma City Convention and Visitors Bureau (CVB) is a division of the Greater Oklahoma City Chamber of Commerce. As the City’s official destination marketing organization, the mission is to contribute to the economic well-being of Oklahoma City and its citizens through the solicitation and servicing of conventions and other related group business, to promote the city as a first-class visitor destination and to enhance the city’s name and image.

ABOUT ASM Global

ASM Global was formed by the merger of AEG Facilities and SMG, global leaders in venue and event strategy, management and other services. For more than 40 years, clients have benefited from the depth of resources and unparalleled experience, expertise and creative problem-solving. Success is built on the many local and national relationships and partnerships with public and private venues, event producers, suppliers, architects, developers, sports teams and industry associations.

Together, we will create even greater experiences. Our vision is to connect the world through inspiration, innovation and imagination in order to realize the potential of the spaces and places that bring people together, so together we can elevate the human spirit and move the world forward.

Recognizing that our employees are our greatest resource, ASM Global offers a benefit and reward program that includes competitive salaries, comprehensive medical programs, vacation and personal days, tuition reimbursement, a company 401(k) Plan, and compensation reward programs.

Click here for more information regarding ASM Global.

POSITION SUMMARY

General Manager, Oklahoma City Convention Center (opening est. 1/2021) & The Cox Convention Center (closure est. 2023)

The General Manager is responsible for the administration and management of all areas of operation of the convention facilities. The General Manager maintains final accountability for the establishment and achievement of goals and objectives for operation of the convention facilities. The General Manager is also responsible for representation of and acting as the spokesperson for the convention facilities with all parties.

PRIMARY DUTIES AND RESPONSIBILITIES

- Management liaison and representation of the convention facilities with clients, Visit OKC and the City of Oklahoma City
- General administration and management of the convention facilities
- Develop monthly, quarterly and annual reports due to ASM Global and City of Oklahoma City
- Develop and maintain industry relationships and keep informed on industry developments.
- Attainment of budget goals including controlling expenses and enhancing revenues.
- Development and application of “quality service” programs and standards for employees, clients, and guests.
- Approve purchasing requisitions, payroll checks, and manual operating checks as needed.
- Ensure that facilities policies, rules, and regulations are enforced at all times.
- Provide clear, concise, and timely communication of directives to Directors and Department heads.
- Foster teamwork and develop interdepartmental relationships.
- Work with Human Resources and Departments to implement effective department training programs.
• Assist in developing annual department budgets.
• Responsible for opening of major events along with Director of Facilities and Division Directors.
• Develop new and innovative programs for how the facilities can remain competitive, financially sound, and recognized nationwide as a leader in the industry.
• Take lead in representing the facilities with community organizations.

QUALIFICATIONS
• Bachelor’s Degree from a four-year accredited college or university with major course work in business or public administration fields (preferred)
• Minimum seven (7) years progressively responsible experience in the supervision and/or management of a facility of similar size and description, or equivalent combination of education and experience
• Experience in contract negotiation, business law, purchasing procedures, and supervising personnel
• Experience in labor relations and union contracts, if applicable
• Excellent communication and interpersonal skills required
• Must be organized, able to anticipate problems, and able to implement immediate corrective action
• Must have demonstrative knowledge of the principles and practices used in the successful management of entertainment or convention facilities
• Must have considerable knowledge of event solicitation and presentation, public relations, advertising, and media relations, and event planning.
• Considerable knowledge of safety regulations
• Effective supervisory skills

WORKING CONDITIONS
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Position may require long and variable hours, but generally is not subject to adverse working conditions.

PRIORITIES FOR THE NEXT 3 TO 6 MONTHS
• Develop an alliance with the city, the DMO and the hospitality community.
• Begin to develop a detailed sales & marketing plan, collaborating with the DMO and ASM Global.
• Onboard and train new staff.
• Put organizational structure and plans in place to open the building to the first guest.

NOTE The essential responsibilities of this position are described under the headings above. They may be subject to change at any time due to reasonable accommodation or other reasons. Also, this document in no way states or implies that these are the only duties to be performed by the employee occupying this position. Oklahoma City Convention Center/ASM Global is an Equal Opportunity/Affirmative Action employer, and encourages Women, Minorities, Individuals with Disabilities, and protected Veterans to apply.  VEVRAA Federal Contractor

If this could be a great opportunity to extend your professional reach, please respond through the SearchWide Global website or email your resume to the following SearchWide Executive:

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