

CITY OF AUSTIN



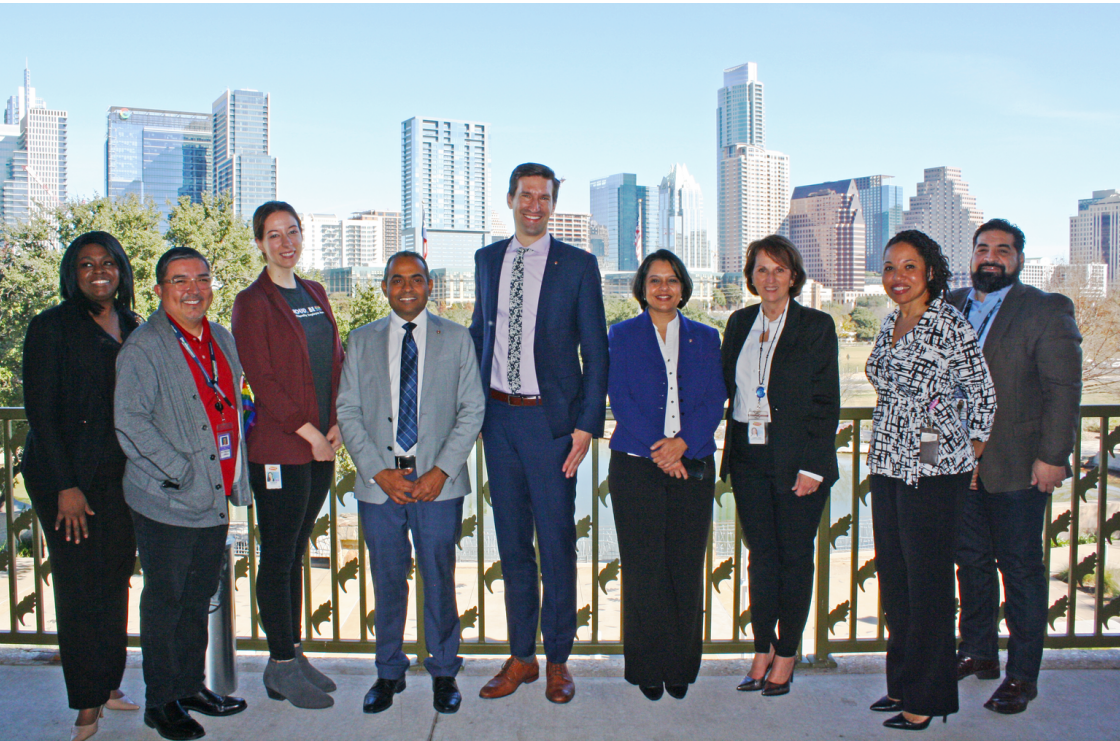
AUSTIN, TEXAS

APPLY TO:

Director, Austin Convention Center



All pictures taken were prior to COVID-19.



— A UNIQUE OPPORTUNITY

The City of Austin is seeking a highly qualified individual to fill the Director, Austin Convention Center position which reports to the Assistant City Manager over Economic Opportunity and Affordability.

The next Director, Austin Convention Center will have several exciting challenges to address and areas of opportunity in which to excel. Among these is the need to develop and monitor a clear vision for the expansion of the Convention Center, which includes maintaining pop-up facilities to be used in a City-wide emergency. The successful candidate will be instrumental in driving the department's mission of providing outstanding event facilities and services to our customers, so they can have a positive experience.

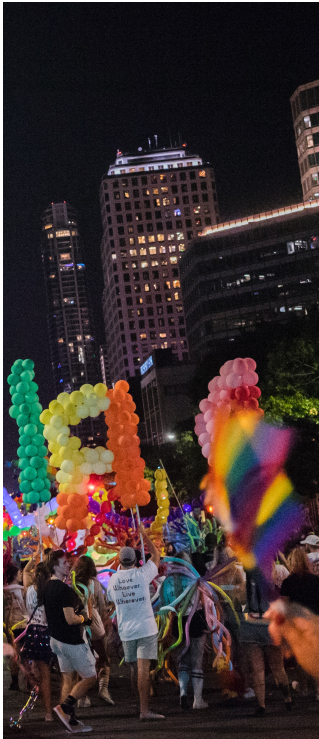


— ABOUT AUSTIN

This vibrant and dynamic city tops numerous lists for business, entertainment, and quality of life. One of the country's most popular and culturally dynamic cities, Austin was ranked #1 by the Wallstreet Journal in 2020 as the Hottest Job Market in the USA. Austin was selected as the #1 Best Place to Live in the U.S. and #4 on the Best Places to Retire by U.S. News & World Report in 2019 and ranked in the top ten on Forbes list of America's Best Employers in 2017. In support of the LGBTQ people who live and work in Austin, in 2020 and the previous seven years, the City of Austin scored 100 points out of 100 on the Municipal Equality Index from the Human Rights Campaign.

Austin is a beacon of sustainability, social equity, and economic opportunity; where diversity and creativity are celebrated, where community needs and values are recognized, where leadership comes from its community members, and where the necessities of life are affordable and accessible to all.





Emerging as a player on the international scene with such events as the Austin Marathon, Rodeo Austin, Austin Urban Music Festival, Blues on the Green, Austin Pride Festival, Austin Trail of Lights, SXSW, Austin City Limits, and Formula 1, and being home to companies such as Apple, Samsung, Dell, Oracle, IBM, and Ascension Seton Health. From the home of state government and institutions of higher education to the “Live Music Capital of the World” and its growth as a film center, Austin has gained worldwide attention as a hub for education, business, health, and sustainability.

From founding through the year 2000, Austin’s population roughly doubled every 20 years.

The city offers a wide range of events, from music concerts, food festivals, and sports competitions to museum displays, exhibits, and family fun. Austin is also home to a wonderful ballet, world-class museums, one-of-a-kind shopping, and beautiful outdoor spaces. You can just as easily spend your morning paddling the lake as you can strolling through a celebrated history museum.





Located at the edge of the Texas Hill Country -- rolling terrain of limestone bluffs, springs, rivers, and lakes -- Austin's climate is ideal for year-round jogging, cycling, hiking on the city's many trails, or swimming at Barton Springs or one of the area's many other swimming holes. There are several excellent golf courses in the area, as well as opportunities for rowing, kayaking, canoeing, camping, rock climbing, disc golf, mountain biking, fishing, and more. Austin has something for everyone.





— AUSTIN CITY GOVERNMENT

The City of Austin is a progressive, full-service municipal organization operating under the Council-Manager form of government. Austin's mayor is elected from the city at large, and ten council members are elected from single-member districts. Terms of the mayor and council members are four years, and terms are staggered so that a general election is held every two years, with half the council being elected at each election. Term limits for the mayor and council members provide for two consecutive four-year terms. The City Council is responsible for the appointment of the City Manager, who is the Chief Administrative and Executive Officer of the City, City Clerk, City Auditor, Municipal Court Judges, and the Municipal Court Clerk.

To learn more about the dynamic City of Austin, visit [austintexas.gov](https://www.austintexas.gov).



— CITY OF AUSTIN STRATEGIC DIRECTION 2023

The City Council adopted six Strategic Outcomes and Indicators in 2018 as part of its Strategic Direction 2023 (SD23) to guide the City in improving quality of life and civic participation in the Austin Community over the next three to five years. The Director of the Austin Convention Center reports to the Assistant City Manager who oversees the Economic Opportunity & Affordability Strategic Outcome. The Director of the Austin Convention Center will be responsible for supporting department programs and initiatives as it relates to all six of the Strategic Outcomes in SD23. For more information, visit [Austin Strategic Direction 2023](#).

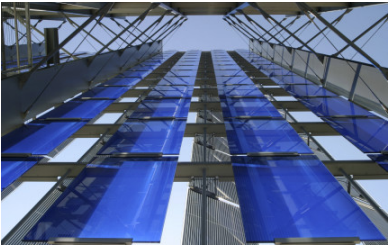
Economic Opportunity & Affordability Strategic Outcome:

Having economic opportunities and resources that enable us to thrive in our community.

Indicators:

- Employment/Unemployment
- Income equality
- Cost of living compared to income
- Housing availability and affordability
- Homelessness
- Training for better jobs
- Ability to improve your income





THE AUSTIN CONVENTION CENTER

In 1990, Austin was missing a key piece of infrastructure to host about half a million guests throughout the year. With the city's increasing popularity as a tourist destination, this matter became a chief concern. The Neal Kocurek Memorial Austin Convention Center was the solution. The city added the Convention Center in 1992, expanding the city's enterprise arm to raise funds for public need. Today, the Convention Center stretches over six city blocks, which amounts to 881,400 gross square, and includes five contiguous exhibit halls.

The Austin Convention Center is a USGBC LEED® Gold EB certified venue located in the heart of Austin, Texas, the capital of the Lone Star State. Based downtown the Convention Center is comfortably situated amongst a high density of hotels with 11,000 guests' rooms.

The Austin Convention Center is a high functioning, contributing member of the community. Day in and day out, the Austin Convention Center strives to give residents and visitors the best in customer service.



— THE POSITION

Under the direction of an Assistant City Manager, this position is responsible for the management, operations, marketing, and usage of the City's public event and parking facilities.

— DUTIES, FUNCTIONS, & RESPONSIBILITIES

Essential duties and functions, pursuant to the Americans with Disabilities Act, may include the following. Other related duties may be assigned.

- Directs the promotion, operation, and maintenance of the City-owned Austin Convention Center.
- Establishes and manages fees and revenues for facility use, including rates to be paid for lease or rental of the facilities, concessions, and parking.
- Develops long-range plans for the usage and enhancement of the Austin Convention Center.
- Directs department personnel in the marketing, planning, and booking of events.
- Directs the maintenance activities for repair and preventive maintenance of facilities.
- Develops and monitors annual budget.
- Manages division and section activities and coordinates division and section activities with other City departments.
- Maintains effective working relationship with convention planners, City officials, community business leaders, the media, and general public for successful operation.
- Maintains responsibility for dissemination of information to and from staff which encourages discussion to foster understanding of the information.
- Disseminates City and departmental policies, procedures, and guidelines to staff and is responsible for their consistent application throughout the organization. Develops and revises operating procedures.
- Evaluates employee job performance based on departmental expectations on a regular basis providing feedback based on their evaluations, and suggests methods for improvement.



— QUALIFICATIONS

The following are the minimum qualifications required for the Director, Austin Convention Center:

- **Education:** Graduation with a Bachelor's degree from an accredited college or university in Business Administration, Public Administration, or a related field.
- **Experience:** Eight (8) years of related experience, including four (4) years of experience in a managerial capacity in a convention center, public assembly/event facility, or other related facility/industry. Graduation with a Master's degree from an accredited college or university may substitute for experience up to a maximum of two (2) years.

— IDEAL CANDIDATE

The ideal candidate should possess excellent interpersonal skills with a strong ability to apply a social, racial, and equity lens to establish relationships with City staff and the community. Prior supervisory experience in a large, robust city/organization is highly preferred. Advanced written and verbal communication skills are imperative for this position.

The following core competencies are important for this role:

Industry Expertise – Proven track record of successfully managing convention centers, tourism bureaus, and/or large-scale events.

Exceptional Leadership – A cohesive leader with the ability to build quality interpersonal relationships throughout the City with diverse communities and populations.

Communicates Effectively with an Equity Mindset—Ability to manage diversity, understand inclusion, and work with diverse communities and populations to build constructive and effective relationships and convey and receive information.

Thinks Critically and Strategically – Enables others to better understand and implement the vision and strategy, while being the aligned forward thinker and can formulate and communicate sound business strategy and implement in a clear and concise manner.

Customer Focused - Strives to deliver high-quality results and superior service that exceeds expectations while remaining mindful of the needs and perspectives of both internal and external stakeholders.

Community Collaborator – Has experience in presenting complex information and business strategies to internal and external stakeholders on projects and programs.

Equity Lens - Ability to use an equity lens and framework to create inclusive, diverse, and safe workspaces and programs.



— COMPENSATION & BENEFITS

The salary range is \$180,000 to \$190,000. The benefits package includes medical, dental and vision coverage, life insurance, compensated leave, short-term disability, and retirement benefits. The City is a member of the Proportionate Retirement Program. Optional benefits include supplemental life insurance, a 457 deferred compensation plan, long-term disability plan, and a legal plan. Visit austintexas.gov/departments/active-employee-benefits to learn more about the City's employee benefits.

Reasonable relocation benefits will be provided to the successful candidate.





— HOW TO APPLY

To ensure consideration, candidates should apply by **April, 28 2021**. To apply, candidates must submit an application, a comprehensive resume, and cover letter online via the City of Austin jobs website at <https://www.austincityjobs.org/postings/87644>. Interested candidates should apply early in the process for optimum consideration.

For more information on this position, candidates may contact:

Doron Silberstein

Doron.Silbertstein@AustinTexas.gov

512-974-3248



Information submitted for consideration may be made available to the public in compliance with the Texas Open Records Act.

The City of Austin is committed to compliance with the Americans with Disabilities Act. Reasonable modifications and equal access to communications will be provided upon request. For assistance, please contact 512-974-3210 or Relay Texas 7-1-1.

CITY OF AUSTIN



AUSTIN, TEXAS

APPLY HERE



HRD

HUMAN
RESOURCES
DEPARTMENT

austintexas.gov



#KeepAustinHired

austincityjobs.org