



ICE ARENA MANAGER

POSITION:

Responsible for delivering a high quality, well-maintained facility focusing on ice quality, operations, safety, and fiscal health. This includes planning, financial reporting, scheduling, marketing, programming, and supervising staff.

REPRESENTATIVE RESPONSIBILITIES:

The Ice Arena Manager will oversee all aspects of the ice arena, including facility improvement planning, annual and long-term capital and operational budgeting, and ensuring the facility is operated efficiently and complies with all health and safety requirements.

Responsibilities include, but are not limited to, the following:

- Provide leadership and supervision for the operations of the ice arena
- Develop and implement goals, objectives, policies, procedures and work standards
- Identify required staffing levels, staff recruitment, and staff training
- Lead and encourage staff to be motivated to deliver excellent customer service for all arena services and usage
- Work closely with the staff and external contractors to maintain the facility in order to manage maintenance costs efficiently. Implement and oversee a planned maintenance schedule, facilitating with contractors to ensure compliance and that all health and safety records are maintained.
- Responsible for the arena's ice schedule and manage bookings
- Responsible for the operating and capital budgets, and monitoring revenue and expenditures
- Work in collaboration with the Business Office to balance quality and excellence with effectiveness and efficiency and to keep up to date with cashflow
- Plan and implement a marketing strategy to develop new business opportunities and grow existing revenue streams
- Maintain appropriate, consistent department policies, procedures and practices, and ensure alignment with all policies and requirements

JOB QUALIFICATIONS:

Experience

- Minimum 5 years' experience in the operation and/or management of ice arena facilities with at least 2 years in a supervisory capacity
- Certification in Ice Arena Management, Operations, or Programming
- Knowledge and experience in general building maintenance and the use of maintenance equipment
- Possess skills and experience in supervising/training personnel
- Possess any licenses, certifications or training required by local, state, or national authorities for the operation of the equipment in the facility
- Knowledge of Occupational Health and Safety standards
- Self-starter with ability to analyze situations and develop solutions to problems, strong organizational skills with ability to prioritize multiple tasks and manage time effectively
- Outstanding interpersonal skills to motivate and lead a team
- Ability to develop ideas for increasing facility usage, sales, and controlling costs
- Ability to communicate effectively both verbally and in writing
- Flexibility to work varying hours
- Exceptional management, leadership, customer service, communication, and organizational skills

Further Instructions:

Qualified candidates should send a cover letter, resume and references to:

Deborah Berglund, HR Manager, Saint Thomas Academy, via email dberglund@cadets.com or mail to 949 Mendota Heights Road, Mendota Heights, MN 55120

Position will remain open until filled