

# CAREER OPPORTUNITY



## GENERAL MANAGER

### *For Sheldon Crossroads Pavilion Event Center*

#### QUALIFICATIONS:

- Leadership experience in fields of hospitality and event planning preferred.
- Training or educational background in the hospitality field a plus.
- Excellent written and oral communication skills.
- Ability to multi-task in a fast-paced professional environment.
- Sales skills to help lead and meet the sales needs for the SCP.
- Ability to build, lead and motivate a team of skilled professionals and part-time staff.
- Experience working with a volunteer Board of Directors a plus.
- Performs other duties, functions and special projects as assigned by the City Manager.

#### DETAILS:

- Starting salary range \$45,000 - \$55,000, plus City benefits, including generous vacation time, insurance and IPERS.
- Job Title: General Manager – Sheldon Crossroads Pavilion
- Position is open until filled.
- First review of applications will begin week of January 21, 2019.

**PLEASE SUBMIT COVER LETTER, RESUME AND  
THREE PROFESSIONAL REFERENCES TO:**

**SAM KOOIKER, SHELDON CITY MANAGER**  
416 9th Street, Sheldon, IA 51201  
[sam@cityofsheldon.com](mailto:sam@cityofsheldon.com)

  
**CROSSROADS PAVILION**  
Event Center

Please call 712-324-4651 with questions regarding the position.