



JOB TITLE: Project Manager
DEPARTMENT: Stadium – Lucas Oil Stadium
REPORTS TO: Stadium Director

POSITION SUMMARY: The Lucas Oil Stadium Project Manager organizes and supervises the execution of priority projects from inception to completion for the Stadium. The position will research, analyze, make recommendations and implement quality control mechanisms for the effective overall of management of the Stadium at the direction of the Stadium Director.

This position serves in a leadership role within the facility and will oversee the administrative office staff. Accountability is to the Stadium Director.

DUTIES:

- Work closely with Stadium Director on the execution of long-term projects.
- Produce written work product for various audiences, requiring thorough understanding of subject matter.
- Create and execute protocol to ensure quality control of events and standard operating procedures.
- Develop and cultivate relationships with key strategic partners in the representation of Stadium and CIB.
- Assist in development bid documents, requests for proposals, event estimates and similar submissions as needed.
- Uses project management principles to manage large and medium scope projects through the entire life cycle to completion.
- Act as a leader on the Stadium staff to advise leadership on policy and other key decisions of the Stadium.
- Other duties as assigned by the Stadium Director.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily and have extraordinary ability to handle multiple tasks on a daily basis. Must have flexibility in days and hours available for scheduled events, including weekends. Ability to work with clients and athletes at all levels and to travel to national and international sporting events and facilities.

EDUCATION/EXPERIENCE:

Bachelor's degree (B. A.) from four-year college or university, or one (1) to three (3) years' experience working with high school, college and/or professional sports organization; or equivalent combination of education and experience. Three (3) to five (5) years project management in a large facility and/or event management experience; additionally experience working within a union facility helpful.

KNOWLEDGE, CERTIFICATES, LICENSES, REGISTRATIONS:

- Working knowledge of Project management principles and methodology.
- Working knowledge and ability to respond to RFP's, estimates and other similar proposals
- Time management skills

- Basic computer literacy. High proficiency in Microsoft Suite or comparable software.
- Working knowledge of event planning / financial software package.
- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule format. Ability to write reports, business correspondence.
- Ability to effectively present business essential information and respond to questions from various groups, managers, clients, customers, and the general public.

SUPERVISORY RESPONSIBILITIES:

This position supervises 2 full-time office staff and may coordinate the supervision of a variety of full and part-time staff.

PHYSICAL DEMANDS and WORK ENVIRONMENT:

- This position requires frequent standing, walking, and work inside and outside the Facility.
- Must be comfortable working in a large facility that requires extensive walking to monitor facility activity.
- This position requires frequent standing, walking, climbing stairs. Frequent oral/written communication is necessary.

Individuals interested in applying for this position should submit a resume and cover letter to the Human Resources office no later than March 2, 2018.

Address:

**Human Resources
Indiana Convention Center & Lucas Oil Stadium
100 South Capitol Avenue
Indianapolis, IN 46225**

Email: www.icclos.com/jobs