



**Position: Operations Supervisor (Part-Time)**  
**Facility Name: John Paul Jones Arena**  
**Location: Charlottesville, Virginia**

**POSITION:** Operations Supervisor (Part-Time)  
**DEPARTMENT:** Operations  
**REPORTS TO:** Operations Coordinator  
**FLSA STATUS:** Hourly (\$13/hour), Non-Exempt

**Summary:**

SMG, the leader in privately managed public assembly facilities, has an excellent and immediate opening for a part-time Operations Supervisor at SMG/John Paul Jones Arena. The Operations Supervisor assists with day-to-day operations of the building including supervision of a part-time Operations Crew.

**Essential Duties and Responsibilities**

- Assists the Operations Coordinator with facility management to include directing and supervising the part time operations crew.
- Ensures that all job assignments are completed during events or shifts.
- Works actively hands on with SMG staff to complete setup/changeover requirements for production of events.
- Responsible for completion of assigned work orders.
- Plans, organizes and directs work of operations and event personnel.
- Insures building is properly set and all systems within the facility are complete and operating correctly, according to performance specifications.
- Assists with the training and development of part-time changeover staff.
- Maintains all event related equipment in proper working order through preventative and repair maintenance.
- Maintains organization and inventory of equipment and supplies in all arena storage areas.
- Additional duties and responsibilities as assigned.

**Supervisory Responsibilities:**

Supervision of the part-time Operations Crew during event setup, event coverage, and event breakdown. Carries out supervisory responsibilities in accordance with SMG’s policies and applicable laws. Responsibilities include training employees, planning, assigning and directing work, and appraising performance.

**Hours of Work**

- Average 24 hour/week schedule including some extended hours and/or irregular hours (i.e. long days, nights, weekends and holidays as needed).
- The scheduling will be based on event schedule and staffing needs.

**Qualifications:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Education and/or Experience:**

- High School diploma or GED required.
- Demonstrated knowledge of event setup and breakdown, preferably in a multiuse arena environment.
- Supervisory experience preferred.

**Skills/Aptitudes:**

- Ability to prioritize multiple projects; demonstrated problem-solving skills.
- Excellent oral, written and interpersonal skills.
- Proficiency in Microsoft Office applications.
- Ability to operate a forklift and other industrial equipment related to building management.
- Ability to work under limited supervision and to interact with all levels of staff including management.
- Ability to work long and irregular hours that may vary due to functions and events and may include day, evening, weekends and holidays.
- Must be able to speak, read, and write English.
- Must have professional attitude and appearance.

**Certificates, Licenses, Registrations:**

No certifications are required.

**Physical demands:**

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.

- The employee is required to walk/stand extensively, kneel, climb to high walkways, balance, and maneuver to all areas of the facility.
- The employee must frequently move and/or lift 30 – 50 lbs. (some heavier lifts are team lifts).
- May have some exposure to adverse conditions inside and outside of the building.
- Must be able to hear and speak to use a two-way radio.

**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 accommodations 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.

**Apply Here:**

<https://recruiting.adp.com/srccar/public/RTI.home?c=1152751&d=ExternalCareerSite&r=5000329408506#/>

Taylor Craig  
SMG – John Paul Jones Arena  
295 Massie Road  
Charlottesville, VA 22903

Applicants that need reasonable accommodations to complete the application process may contact 434-243-2158.

**SMG is an Equal Opportunity/Affirmative Action employer, and encourages Women, Minorities, Individuals with Disabilities, and protected Veterans to apply. VEVRAA Federal Contractor.**