

## **Executive Director Maryland CCI5\* at Fair Hill**

The Executive Director will build and lead a team to fiscally deliver, plan, manage and oversee all aspects of the activities that take place at the Maryland CCI5\* at Fair Hill. Areas of focus include, but are not limited to, the following:

- fundraising, including sponsorship and membership development programs
- facility operations
- event master planning / overlay planning
- procurement and contracting for goods and services
- event-day operations
- event officials
- competitor services
- event pageantry and presentation
- fan experience
- guest services
- transportation and parking
- ticketing
- security
- event command, control and communications
- signage and decor
- concessions
- accreditation
- media

### **Major Responsibilities**

1. Create, produce and implement a comprehensive site, venue and operational plan for all events and activities taking place at the venue and surrounding areas.
  - a. Coordinate with all relevant venue personnel to ensure a seamless and first-class event day with an emphasis on superior customer service.
  - b. Manage a process among all appropriate security representatives to develop a security plan that is appropriate for this major, large-scale event.
2. Spearhead the development of a robust volunteer Host Organizing Committee to complement Fair Hill International's existing volunteer corp. Major area of focus for this committee includes fundraising, sponsorship development, media, and marketing at the national and international scale.
3. Develop a planning calendar of tasks and milestones that outline a path from concept planning, detailed planning, procurement and finally event delivery. Identify the key partners and stakeholders that need to participate in development and decisions along this path.
4. Develop and implement an entertaining and engaging game presentation plan, including pre-event, during the event and post event activities that meet the expectations consistent with a major, large-scale event.
5. Coordinate an efficient post event awards presentation ceremony on the competition area.

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6. Coordinate an effective parking and transportation plan for the stadium venue and surrounding areas.
7. Plan and implement a pre-event fan experience activity at the venue on event day(s).
8. Accommodate all approved special guest activations and corporate hospitality events at venue.
9. Produce a Best Security Practices Manual, Event Day Guide, Quick Facts Guide, Officials Manual, Venue Operations Manual, Security Bag Policy and other publications necessary to outline venue activities for all constituents.
10. Manage all aspects of competition management including highly effective communication with the participating venue groups, including:
  - a. Competition
  - b. Broadcast
  - c. Security
  - d. Venue Services (catering, housekeeping, IT, maintenance)
  - e. Overlay Designers and Providers (tents, trailers, power, fencing, etc.)
11. Develop and implement all stadium venue credential zones for game day admittance and access. Secure credential supplier to capture the credential data, organize the zoning, produce the credentials and operate an on-site Credential Office.
12. Serve on the venue team that recruits and contracts with planning partners necessary for venue planning, setup and event-day operations. Draft the Request for Proposal and Scope of Work for such partners and monitor partners' adherence.
13. Manage all planning partners that are involved in the event-day venue operations, including, but not limited to, training, direct on-site supervision and creating budgets for approval by the Fair Hill executive team. Setup and staff a Control Location where key venue staff direct the event day operations.
14. Assess the requirements for equipment needed to support the event operations. Identify potential vendors and rent or purchase such equipment, maintain it, ensure that it is in place for the event, and store it for use in subsequent years as necessary.
15. Ensure that the competition areas and all competition equipment complies with the appropriate regulatory agencies.

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16. Manage the signage and décor presentation at the venue. Manage contracts with vendors and installers of such décor, create budgets for approval by the executive team, and ensure that the vendors adhere to the budget(s).
17. This person must work cooperatively with the Maryland DNR Park Service as the event will be held at Fair Hill Natural Resources Management Area managed by the Maryland Park Service.
18. Personal
  - a. Bachelor's Degree required with at least five - seven years of full-time experience in stadium and or event management (with large scale sporting events or festivals).
  - b. Demonstrated capacity to manage sponsorship and private fundraising campaigns is essential in this role.
  - c. The person must have excellent oral and written communication skills, and significant experience with Microsoft Office, Smartsheet, and other technology applications.
  - d. The director must have the ability and willingness to work cooperatively with others and have a high degree of discretion in dealing with confidential matters. Professionalism and problem-solving skills are also required.

<b>Reports To:</b>	Co-Chairs, Maryland Five Star at Fair Hill Host Organizing Committee
<b>Salary:</b>	Commensurate with experience
<b>First Event(s):</b>	Test event April 2020 and Maryland CCI5* at Fair Hill October 2020
<b>Start Date:</b>	Negotiable; Review of applicants will begin immediately and continue until the position is filled

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### **HOW TO APPLY:**

Credentials should be e-mailed as PDF to: [thasseltine@MarylandSports.us](mailto:thasseltine@MarylandSports.us) (Subject Line: ED Maryland Five Star) or Mail/Overnight: Maryland Sports, 333 W. Camden Street, Suite 500, Baltimore, MD 21201 c/o ED Maryland Five Star

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