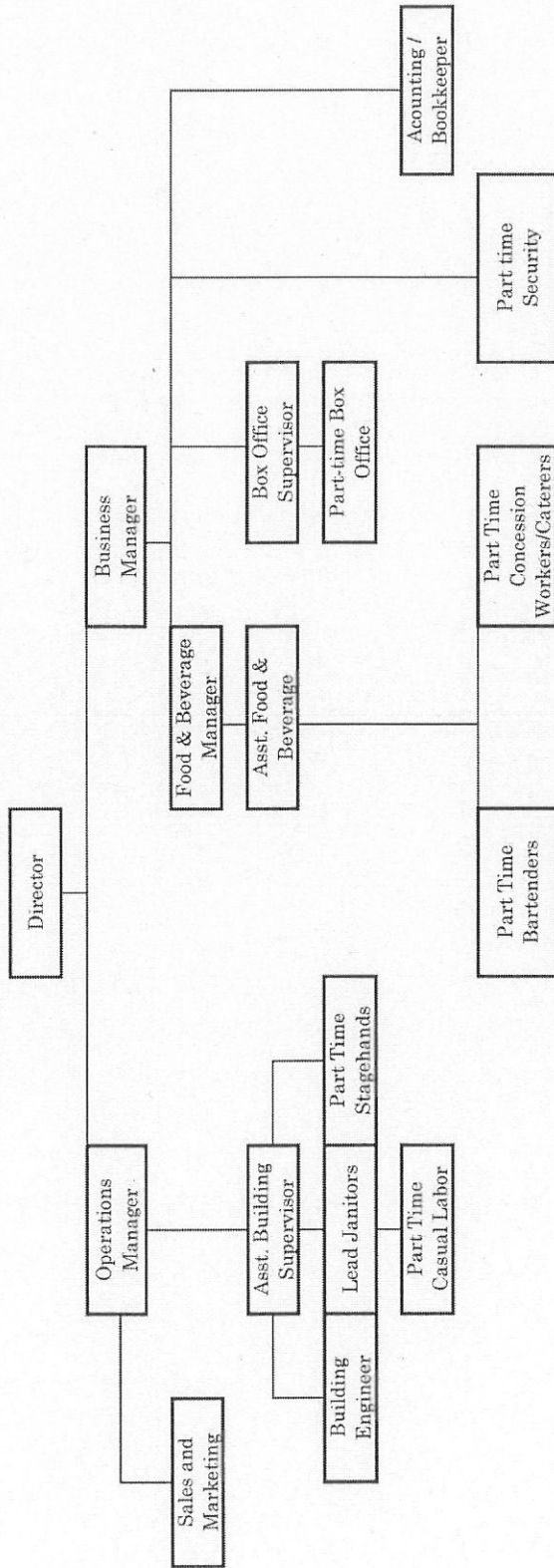


La Crosse Center's Organization Chart



Brief Job Description for La Crosse Center positions –

Accountant/Bookkeeper

The purpose of this position is to operate a multiline telephone, perform public reception, process payments for vendors and perform other accounting duties. The work is performed under the supervision of Business Manager.

Assistant Building Supervisor

The purpose of this position is to supervise and coordinate building maintenance and stage department activities and personnel. The work is performed under the direction of the Operations Manager.

Assistant Food & Beverage Supervisor

The purpose of this position is to provide daily oversight of the food and beverage operations and personnel for the La Crosse Center. The work is performed under the direction of the Food and Beverage Manager.

Box Office Supervisor

The purpose of this position is to plan, supervise and manage box office sales, personnel and related reporting and assists in event coordination. The work is performed under the direction of the Business Manager.

Building Maintenance Engineer

The purpose of this position is to perform preventive maintenance for mechanical systems and building, plumbing, carpentry and electrical repairs. The work is performed under the supervision of the Operations Manager.

Business Manager

The purpose of this position is to perform all financial and human resource duties for the facility, and to manage the Food & Beverage Manager, Box Office Supervisor, Bookkeeper, and the Security/Usher staff. The incumbent exercises significant latitude to make independent decisions and commit City resources. Oversees various department operations. The work is performed under the direction of the Director.

Director

This position is the lead position at the La Crosse Center for the City of La Crosse. The position is considered a city executive by Common Council resolution and performs administrative level responsibilities for the City. The employee in this job classification is appointed by the Mayor subject to confirmation by the Finance and personnel Committee and the full Common Council and is responsible to the Mayor and Finance and Personnel Committee and the La Crosse Center Board of Directors. The employee works under general supervision of the Mayor and is required to make complex judgments and decisions.

Food & Beverage Manager

The purpose of this position is to manage food and beverage operations and personnel for the La Crosse Center. The work is performed under the direction of the Business Manager.

Lead Janitor

The purpose of positions in this classification is to perform general building and grounds custodial, snow removal and routine building preventive maintenance tasks, and provide lead janitor guidance to casual labor.

Marketing Coordinator

The purpose of this position is to develop and implement comprehensive marketing and sales plans to attract conventions, trade shows, and other events to the La Crosse Center; design and produce related sales materials, advertising and marketing/promotional materials. Manage the digital marketing presence for the venue to include the website, Twitter, Facebook, Instagram, and signage boards. The work is performed under the direction of the Assistant Director-La Crosse Center.

Operations Manager

The purpose of this position is to plan, supervise and coordinate stage department, building maintenance and repair activities and staff. The work is performed under the direction of the Director-La Crosse Center.

Sales & Event Coordinator

The purpose of this position is to develop and implement sales plans to attract conventions, trade shows and other events to the La Crosse Center. The Sales and Event Coordinator is responsible for actively seeking clients to lease the La Crosse Center for events and assisting in other various duties. This position plays a vital role in the organization. The work is performed under the direction of the Operations Manager of the La Crosse Center.