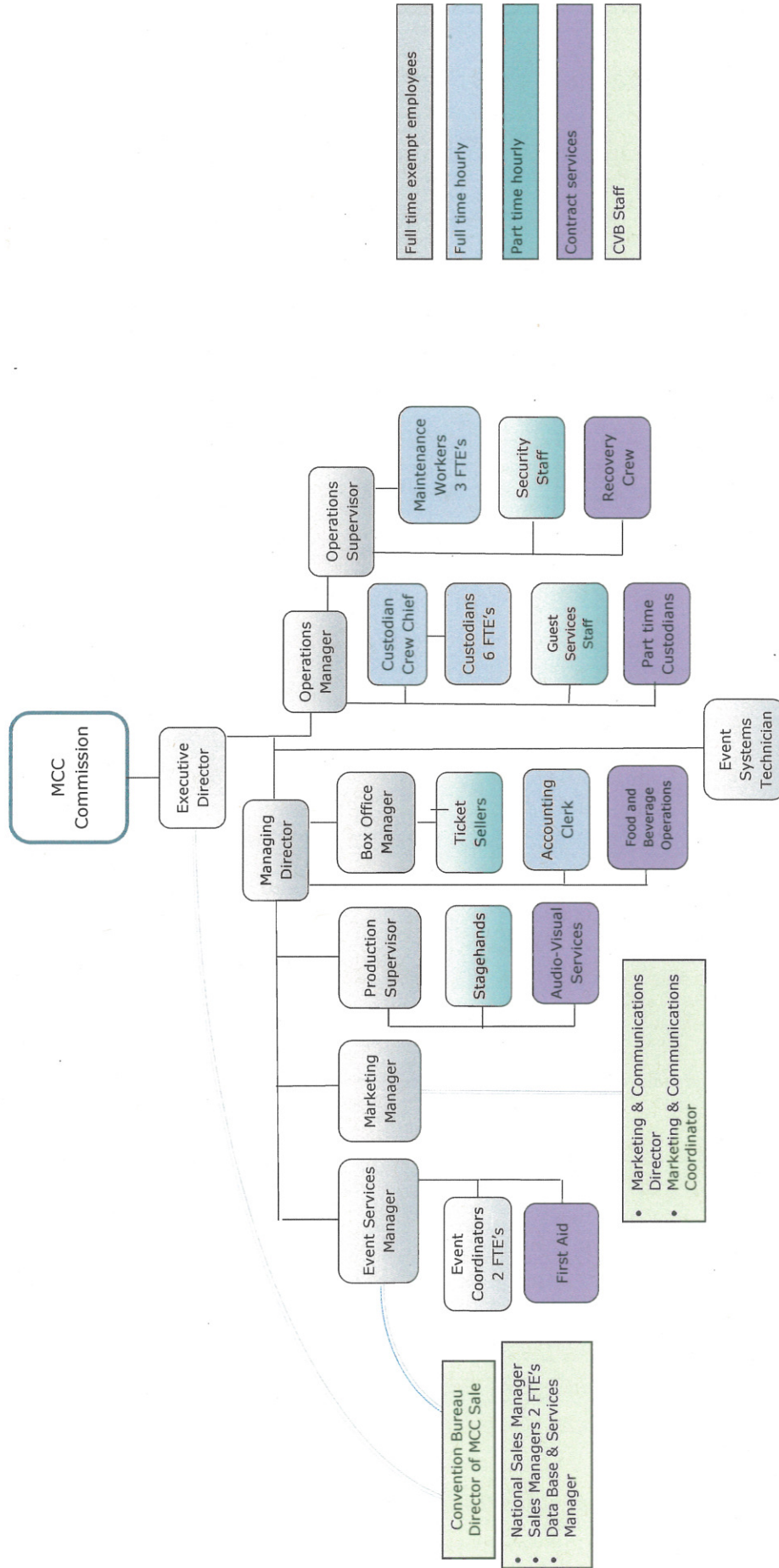


MCC 2017 Organizational Chart



Key Job Functions & Responsibilities-Draft 041715

Green = task shifts to another staff member
Blue = new task

Executive Director	Strategic planning oversight	Community engagement	Financial management	Administrative & operational management	Supervises MCC sales & event coordination staff	
Managing Director	Supervises MCC operations, event service, box office, and food and beverage staff	Budget and accounting oversight	UB administrator	Manages & oversees internet network & services	Supervises event sales & coordination staff, ticketing services, & facility operations	
Operations Manager	Supervises full & part time custodians	Assures facility readiness by managing house-keeping, room sets, & event recovery activities	Oversees equipment inventory & storage	Manages OSHA requirements & oversees staff training	Supervises and trains ushers & door guards	
Operations Supervisor	Supervises maintenance workers	Oversees physical plant equipment maintenance & repair	Schedules & supervises part time contract labor staff	Hires, trains & supervises part time & contract security staff	Serves as MCC representative on City-wide safety committee	
Event Sales Manager	Supervises event sales/marketing associate	Event coordination & sales in support of RCVB sales director & national sales manager	Oversees & coordinates city-wide conventions & larger events	Supervises CVB embedded sales staff	Solicits city-wide conventions of 800+ attendees & events attended by potential city-wide conventions utilizing multiple hotels	Represents MCC at tradeshow & events for city-wide conventions & events to potential MCC customers
Event Sales & Marketing Associate	Event coordination & sales in support of RCVB sales staff	Event coordination of one-day events & smaller multiple day conferences	MCC brand management & facility marketing	Coordinates marketing activities with RCVB marketing director		
Event Supervisor	Stagehand supervision & training	Oversees event production & show estimates	Coordinates all entertainment & events requiring major production	Event coordinator for Mayo Clinic conferences & larger events	Oversees facility security system	
Ticket Operations Supervisor	Ticketing services & Ticketmaster administrator	Box Office Staffing & Supervision Ticket scanning staff oversight	Patron Information & Assistance	Promoter Engagement & Communications	Social Media Oversight / Website Updates	Event Marketing & digital display pro-gramming Wedding reception event coordinator

2016 Additional Staff-Draft 041715

Custodial Crew Chief	Reports to Operations Manager	Hands-on oversight of custodial staff	Monitors room sets for accuracy, safety & quality control	
Audio-Visual Technical Supervisor	Reports to Event Supervisor	Coordinates audio-visual services	Supervises and trains stagehands	Manages technical operations including audio, lighting, internet, security & video systems
Event Coordinator	Reports to Event Sales Manager	Supervises and trains ushers & door guards	Wedding reception event coordinator	Oversees audio-visual inventory control

Custodian 49'r

2017 Additional Staff-Draft 050815

Maintenance Worker 49'r

Custodian 49'r

2018 Additional Staff-Draft 050815

2019 Additional Staff-Draft 050815

