

Director of Event and Facility Operations, Intercollegiate  
Athletics  
University at Buffalo, The State University of New York

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Downloaded On: Jun. 1, 2025 8:21am

Posted Sep. 25, 2024, set to expire Aug. 4, 2025

<b>Job Title</b>	Director of Event and Facility Operations, Intercollegiate Athletics
<b>Department</b>	Intercollegiate Athletics
<b>Institution</b>	University at Buffalo, The State University of New York Buffalo, New York
<b>Date Posted</b>	Sep. 25, 2024
<b>Application Deadline</b>	Open until filled
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Director/Manager
<b>Academic Field(s)</b>	Athletics
<b>Job Website</b>	<a href="https://www.ubjobs.buffalo.edu/postings/53045">https://www.ubjobs.buffalo.edu/postings/53045</a>
<b>Apply By Email</b>	
<b>Job Description</b>	

### Position Summary

The **Director of Event and Facility Operations** will supervise the facility operations and event operations managers. The incumbent will provide leadership, guidance and accountability to the staff within unit, including fulltime, part-time and event specific staff.

### Job Duties and Responsibilities:

- Oversee, train and evaluate event staff
  - Ensure all staff is trained in safety protocols and that is being followed
  - Ensure game day setups/breakdowns are don in a timely fashion

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- Provide leadership, guidance and accountability for applicable staff
- Coordinate, oversee and help with the completion and timely setup and/or breakdown for all athletic sports
  - Field/court preparation in accordance with NCAA, MAC and UB standards
  - Fan seating and other surrounding areas, in accordance with the safety standards as well as UB Standards.
  - Ensure that post event cleanup is being managed in an appropriate timeframe.
  - Ensure that facility is ready for usage on a day to day basis by reviewing the schedule of usage.

### **Outstanding Benefits Package**

Working at UB comes with benefits that exceed salary alone. There are personal rewards including comprehensive health and retirement plan options. We also focus on creating and sustaining a healthy mix of work, personal and academic pursuit – all in an effort to support your work-life effectiveness. We support your growth and development through our career coaching and training department and we qualify as a public service loan forgiveness organization. Learn more about our [benefit packages](#).

### **About The University at Buffalo**

The University at Buffalo (UB) #ubuffalo is one of America's leading public research universities and a flagship of the State University of New York system, recognized for our excellence and our impact. UB is a premier, research-intensive public university dedicated to academic excellence. Our research, creative activity and people positively impact the world. Like the city we call home, UB is distinguished by a culture of resilient optimism, resourceful thinking and pragmatic dreaming that enables us to reach others every day. Visit our website to learn more about the [University at Buffalo](#).

University at Buffalo is an affirmative action/equal opportunity employer and, in keeping with our commitment, welcomes all to apply including veterans and individuals with disabilities.

### **Minimum Qualifications**

- Bachelor's degree with 2 years of experience **or** master's degree or professional certification with no experience
- Experience working in college Athletics' Event and Facility Operations.

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- Demonstrated ability to administer high-quality events.
- Excellent organizational, management, communication and interpersonal skills.

**Contact Information**

Please reference Academickeys in your cover letter when  
applying for or inquiring about this job announcement.

**Contact**

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