

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

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

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

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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