



## **Building Operations Manager – Rhode Island Building at Eastern States Exposition**

**September 15 – October 1, 2023**

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### **Statement of Duties**

This position serves as the operations manager of the Rhode Island building, overseeing vendors including the cleaning team, assisting exhibitors as needed, closing and securing the building and making related announcements on the address system in the evening, assisting with crowd management at busy times, regularly walking the inside and outside of building to ensure everything is in working order and safe, providing backup to customer service staff during their lunch break, overseeing any technical issue with promotional kiosk system, working closely with senior building operations manager and performing other duties as necessary at the Rhode Island Building on the grounds of the Eastern States Exposition at 1305 Memorial Avenue in West Springfield, MA, throughout the 17-day fair from Friday, September 15 through Sunday, October 1, 2023.

### **Position Functions**

*The essential functions and duties listed below are intended only as illustration of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if work is similar, related, or a logical assignment to the position.*

### **Essential Functions**

- Oversee the daily operation and functions of the building throughout the fair, to ensure things run as smoothly as possible
- Close and secure the building each evening, assisting vendors where needed once building is closed to the public, ensuring building is properly cleaned and ready for the morning
- Make a list of those items in need of attention and classify this list in need of importance
- Notify the selected maintenance division of needed service and answer any questions they may have
- Check daily maintenance supplies and place a request for items that may be needed, and have these supplies placed in the storage area
- Stock supplies needed for the front desk and help staff the information booth when additional help is needed, as schedule permits, and to allow for a meal break for customer service representative.
- Inform the daily maintenance personnel of any special task needed on a daily basis, and have them maintain the dining area and restrooms on the second floor
- Check with the vendors to see if there is anything they need and try to answer any questions they may have
- Always moving throughout the building to watch for bottlenecks and maintain one way traffic flow per safety regulations
- Assist the maintenance personnel during cleanup of spills, to maintain traffic flow
- Make notes of daily activities and items of concern
- Call Medical Services, and provide assistance during medical needs
- Assist with evacuating the building during fire alarm activation
- Ensure safety of visitors to building, enforcing no smoking in the building and on front/side/rear lawn and help to ensure safety and security of staff and vendors in building
- Continually check the building and grounds for any hazards and address them as needed
- Reports and provides support to Senior Building Operations Manager and assists with any requests they have

### **Requirements**

Dependable

Flexible

Professional

Familiarity with Rhode Island locations

### **Additional Information**

- One position is available: an afternoon shift from 3:00 pm -10:00 pm during the 17 days of the fair, with this position beginning Wednesday, September 13<sup>th</sup> to assist with getting the building ready for opening day and working Monday, October 2<sup>nd</sup> to clear out and close up the building at the conclusion of the fair
- Access to private restroom and a break room is provided
- Attire is business casual and tops should not have any graphics or writing
- An admission and parking pass will be provided for all 17 days of the fair
- This is a temporary contract position.

**Candidates must submit a cover letter along with a professional resume via email to:**

**Rhode Island Commerce Corporation**

**[job.opportunities@commerceri.com](mailto:job.opportunities@commerceri.com)**

- Rhode Island Commerce Corporation is an at-will employer; no employment contracts exist.
- The Rhode Island Commerce Corporation (the 'Corporation') is an Equal Opportunity Employer. The Corporation does not discriminate on the basis of race, religion, color, sex, gender identity, sexual orientation, age, non-disqualifying physical or mental disability, national origin, veteran status or any other basis covered by applicable law. All employment is decided on the basis of qualifications, merit, and business need. The Corporation will not tolerate discrimination or harassment based on any of these characteristics.