



Senior Building Operations Manager – Rhode Island Building at Eastern States Exposition September 11 – October 2, 2023

Statement of Duties

This position serves as the senior building operations manager of the Rhode Island building, overseeing the evening building operations manager, facility vendors including the cleaning team, assisting exhibitors as needed, opening the building and making related announcements on the address system in the morning, 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, 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.

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

1. Oversee the daily operation and functions of the building throughout the fair, to ensure things run as smoothly as possible
2. Arrive in the early morning to open building for vendor set up, ensure building is clean from overnight and check the building for any needed repairs, turn on promotional kiosks and ensure they are working properly and filled with paper in time for building opening.
3. Make a list of those items in need of attention and classify this list in need of importance
4. Notify the selected maintenance division of needed service and answer any questions they may have
5. Check daily maintenance supplies and place a request for items that may be needed, and have these supplies placed in the storage area
6. Stock supplies needed for the front desk and help staff the visitor booth when additional help is needed, as schedule permits
7. Inform the daily maintenance personnel of any special task needed on a daily basis, and have them maintain the dining area and rest rooms on the second floor
8. Check with the vendors to see if there is anything they need and try to answer any questions they may have
9. Always moving throughout the building to watch for bottlenecks and maintain one way traffic flow per safety regulations
10. Assist the maintenance personnel during clean up of spills, to maintain traffic flow
11. Make notes of daily activities and items of concern
12. Call Medical Services, and provide assistance during medical needs
13. Evacuate the building during fire alarm activation
14. Ensure safety of visitors to building, enforcing no smoking in the buildings and helping to ensure safety and security of staff and vendors in building
15. Continually check the building and grounds for any hazards and address them as needed
16. Provides support and guidance to building operations manager or customer service representative as needed and assists with any requests they have.

Requirements

Dependable

Flexible

Professional

Familiar with Rhode Island attractions and events

Additional Information

- One position is available: a morning shift from 9:30 am – 3:30 pm
- 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

- 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.