



General Manager

MetraPark

Yellowstone County

Equal Opportunity Employer



Yellowstone County encourages applications from diverse candidates and candidates who support diversity.

Posting Date: September 1, 2021

Department: Metra Park

Salary: 85,832 - \$128,749 per year * DOQ

Grade: M FLSA: Exempt

Hours: Monday – Friday; 8 am – 5 pm; Event driven

Union Status: Non-Union

(May include weekends, evenings, nights & holidays as needed)

Open Until Filled – First Review of Applications starts on October 4, 2021

FUNCTION:

Full-time position. The General Manager will be responsible for the overall management, promotion, operations, budget development, financial success, and strategic planning of MetraPark including Montana Fair. This includes, but **is** not limited to, indoor and outdoor stage venues, general grounds attractions, certain educational and multiple agriculture exhibits, rodeos, concerts, sporting, food and beverage, security, maintenance, production, box office and other related venue operations.



MontanaFair is an agricultural celebration in the historic tradition of fairs. It is the region’s largest event with attendance of nearly a quarter of a million each year. Held at MetraPark in Billings, MontanaFair celebrates for nine days beginning the second weekend in August. Nearly 10,000 people will earn cash and ribbons for their entries

which range from beer, wine, bunnies, crocheting, horticulture, horses, cattle, goats, sheep, pigs, petit-point, and pickles to hobbies and arts and crafts.



MetraPark, a multi-use complex, serves the entertainment, trade, athletic, educational, and agricultural needs of the region by providing quality facilities, programs, and events with complete and efficient services to the economic benefit of the region. MetraPark covers 189 acres that house three different facilities on the property.

- First Interstate Arena, a 10,000 seat arena
- Expo Center
- Montana Pavilion

The General Manager will be instrumental in promoting the new long-range master plan for the future development of MetraPark. <https://www.metraparkvision.com>



Billings, Montana is located in the Yellowstone Valley with spectacular views of four mountain ranges with year-round vacation and recreational opportunities and quality education available through K-12 schools and two accredited colleges. We are close to skiing, fishing, hunting, and other year-round vacation and recreational opportunities, and are within 2 hours of Yellowstone National Park.



Employer-paid medical health insurance (includes pharmacy & dental), life insurance, short-term disability, and long-term disability. State PERS retirement plan, 15-days vacation first year, 10 paid holidays per year & 12 sick days per year. Voluntary benefits include vision coverage, supplemental life insurance and dependent life insurance.

REQUIRED QUALIFICATIONS:

- Graduation from a college or university of recognized standing with a bachelor's degree in Public Administration, Marketing, Business Administration, or a closely related field; **and**
- Five (5) years' experience working with entertainment and/or fair complex or entertainment and/or fair industry in a management position; **or**
- Any equivalent combination of experience and training totaling nine (9) years.

Certifications:

- Valid Driver's License issued by the State of Montana, within six (6) months of hire; **and**
- The Certified Venue Executive "CVE" designation from the International Association of Venue Managers (IAVM) or the Certified Fair Executive "CFE" designation from the International Association of Fair Executives (IAFE) is preferred.

Job description available upon request.

TO APPLY:

Apply online, go to https://www.co.yellowstone.mt.gov/human_resources/ or [download application](#) and email to: jobs@yellowstonecountymt.gov or fax to: 406-254-7908

First review of application material starts on October 4, 2021:

- 1. County Application**
- 2. Resume**
- 3. Names, addresses and phone numbers of three (3) employment-related references**

To: Human Resources, PO Box 35041, Billings, MT 59107 or to Montana Job Service, 2121 Rosebud Drive, Billings, MT 59102. **Late, incomplete or unsigned applications will not be considered.**

Applicants who require special accommodation due to disability should contact the Human Resources Office at 406-256-2705. **NOTE:** If this or another position in the same class becomes available within 90 days the same applicant pool may be considered.