

Help Wanted: Event Center Manager

Overall management of conference center planning and executing of events. Must have excellent communications skills with the public. Assist Director with operations of museum and conference center. Meet with potential clients to increase conference center use and write rental agreements. Manage gift shop inventory, assist visitors with admissions, tours and sell tickets for events. Work directly with accountant in providing invoices and payroll. Maintain databases for mailings. Order supplies and do light maintenance. Management and scheduling of part time staff and inmates. Other duties as assigned. Some evening and weekend hours required. Rodeo knowledge preferred but not required. Fundraising and grant writing a plus but not required. Technical experience: Microsoft Outlook, Word, Excel, and Quickbooks/Point of Sale.

Salary range: \$30,000-\$45,000 inclusive, and depending on experience. Open until filled. Send resume to: PO Box 37, Fort Pierre, SD 57532. No phone calls please.