ACE SL, LLC is seeking a General Manager for the Smart Financial Centre located in Sugar Land, Texas. This $90 million, 6,400-seat venue, (currently in construction) is scheduled to open in the late fall of 2016. Owned by the City of Sugar Land, the Smart Financial Centre will be managed by ACE Theatrical Group.

The General Manager of the Smart Financial Centre shall have overall responsibility for the Centre’s administration and operation, as well as oversight of the event activity scheduled for the facility. The General Manager shall be responsible to the ACE SL, Board and will report to the Vice Chairman of ACE SL, LLC.

Qualifications:

- The applicant should have a minimum of three (3) years senior management experience in the oversight and operation of a public assembly facility with management expertise concentrated in either performing arts and/or arenas. A Bachelor's degree is required and an advanced degree in public assembly facility management, arts entertainment or business management is preferred. The General Manager will be responsible for all aspects of the Centre’s management including but not limited to:
  - oversight of department heads;
  - the negotiation and administration of rental agreements;
  - budget planning;
  - facilitation of event activities and event promotions;
  - coordination of front-of-house staffing, parking, security, human resources, accounting & payroll, physical plant maintenance and repair;
  - client, community & governmental relations;
  - oversight of third party contractor service providers;
  - experience in providing oversight and directing a successful, broad-based programming strategy including all music genres, comedy, performing arts, family shows and community events;
  - experience in venue and event marketing and promotion is a must;
  - strong and established industry relationships with agencies, acts, artists, touring shows, local and national promoters and producers.

Professional Duties and Key Priorities

The General Manager will be responsible for:

- Maintaining profitable operations of the Smart Financial Centre operations including financial forecasting of:
  - all annual operating revenue/income and expense budgets;
  - number of annual events;
  - annual event attendance;
  - event revenues;
  - event expenses;
  - ancillary revenue streams such as sponsorship revenues, premium seating revenues, food and beverage revenues, merchandising revenues, parking revenues, ticketing revenues;
  - show related expenses.

- Professional management of Smart Financial Centre operations including:
  - attendance at a majority of the events;
- Event staff supervision;
- Supervision of event related promotion, marketing and public relations;
- Conducting and/or supervising event settlements;
- Administration of proper execution of event licenses and/or artist contracts.

- Direct oversight of all theatre departments including:
  - Ticket office and group sales;
  - Premium seating program;
  - Marketing;
  - Technical services;
  - Finance;
  - Operations;
  - Front-of-house services;
  - Back-of-house services;
  - Physical plant maintenance and repair;
  - Human resources;
  - General administration.

- Coordination and management of all aspects of operating and programming the venue, including:
  - Third party venue rentals;
  - Oversight of co-promoted events;
  - In-house promoted events;
  - Coordination of event activities with the talent buyer(s), as well as all third party rentals;
  - Outreach to, and management of, all community related rental activity.

- Experienced negotiation and managing of collective bargaining agreements with the applicable unions.

- Administration of the Centre’s lease agreements with the City of Sugar Land, TX including representation of ACE Theatrical ownership with local City staff and elected officials at the City Council. Attendance at City Council meetings as necessary.

- Participation in local civic and municipal organizations, venue representative in the business alliances, industry professional organizations/associations, chambers of commerce, arts support and network groups.

- Proficiency in all business software platforms, including MS Excel, MS Word, MS PowerPoint, MS Outlook, MS Access, Internet Explorer, Facebook, Twitter and other social media.

Candidate must be able to work event nights and weekends, as required. Please forward letter of interest with salary history and requirements and resume to hr@smartfinancialcentre.com. No phone calls, please.

ABOUT THE CITY OF SUGAR LAND, TEXAS
Sugar Land Texas is located in Fort Bend County, approximately 20 miles southwest of downtown Houston. It is one of the most affluent and fastest growing cities in Texas having grown more than 158% in the last decade. In 2014 the US Census Bureau estimated that the city’s population was approximately 90,000 with a median family income of $113,000 and a median home price of approximately $370,000. Founded as a sugar plantation in the early mid-20th century and incorporated in 1959, Sugar Land is the largest economic center in Fort Bend County. Sugar Land headquarters of Imperial sugar, Western Airways, and major manufacturing facility and the major manufacturing facility for Nalco Chemical Company. Sugar land is the home of the Sugar Land Skeeters minor-league baseball team and new Stadium Constellation Field.
Sugar Land’s local government operates under the Council/Manager form of government. Sugar Land’s composition of the City Council consists of a Mayor, four Councilmembers elected by single-member districts, and two Councilmembers by at-large positions. All city Council positions are officially nonpartisan.

ABOUT ACE SL, LLC
ACE SL, LLC is a theatrical management and development company formed by entertainment industry veterans, specializing in the design, development, construction and operation of first class, live performance venues throughout North America. ACE’s principles have over 175 years combined experience, and have development and management credits in 35 theatrical venues in the United States and Canada, of which 20 of those included the design and construction of the respective projects. Central to ACE’s success is a business model which emphasizes partnerships with municipalities and community nonprofit agencies, developing spectacular performance facilities with state-of-the-art improvements emphasizing patron comfort and artists’ technical requirements. ACE’s facility utilization plans feature broad-based and diversified program for the entire community, quality customer service, community involvement and professional venue operations and physical plant maintenance. ACE’s successful operating methodology combines an entrepreneurial operating strategy with a wealth of industry relationships resulting in vibrant, self-sustaining live performance facilities. ACE SL, LLC is headquartered in Houston Texas.

ACE SL, LLC is an equal opportunity employer.