

With its opening in the summer of 2013, the Vina Robles Amphitheatre became one of the largest outdoor venues for arts and entertainment in San Luis Obispo County. Featuring a style reminiscent of the California missions, guests are able to immerse themselves in unique and intimate concert experiences as they enjoy modern amenities and first-class hospitality.

The concert season runs from April through November and features top tier acts from around the world in all genres. Various seating options all within 150 feet from the stage, including reserved, VIP and general admission lawn seating, make events accessible to anyone in the community.

The Amphitheatre is looking for an **Assistant General Manager** to join our team.

ASSISTANT GENERAL MANAGER

GENERAL

- Work location: On-site – 3800 Mill Road, Paso Robles, CA
- Full-time, exempt position
- Available to work variable event-driven schedule, including evenings and weekends.

The Assistant General Manager aids the General Manager in overseeing labor, production, compliance, maintenance, safety, artist requests & all other show-related needs to ensure a positive and smooth event for the customers, artists, and employees. This position is responsible for assisting the General Manager with the efficient, professional, and profitable operation of the venue and requires strong management and independent decision-making skills in order to manage the facility in the absence of the General Manager.

RESPONSIBILITIES

1. Venue Operation

- Assists in supervising all aspects of the Amphitheatre operation including staffing, production, event services, repairs & maintenance.
- Establishing and updating of quality control standards & systems in all aspects of Amphitheatre operation
- Assists in the evaluation of operational & contractual concepts for concession operations.
- Coordinating events that overlap the venues of the Hospitality Center and the Amphitheatre
- Implementing and supervising all aspects of laws & regulations related to venue operations including but not limited to concerts, any other events, concessions, and parking.
- Supervising sales of box seats, season seats, promotions and sponsorships, assist in contractual agreements with promoter, sponsors and other stakeholders.
- Supervising efficient operation of Box Office

2. Guest Relations

- Oversee guest relations to ensure customers have the best live experience possible. Respond to any and all inquiries / concerns in a timely manner.

3. Program Development & Planning

- Assisting in evaluating and developing concepts and programs related to all vendor agreements, sponsorships, concessions, and other aspects of Amphitheatre business.

4. Sales

- Responsible for sales of premium seating and season tickets
- Responsible for maintaining and increasing sponsorship revenue.

5. Marketing

- Assist with updating of marketing plans and all communications with Marketing Department
- Assist in the promoting and representing of Vina Robles Amphitheatre to press, media, band managers, agents and the general public.

6. Production Management

- Coordinating day of show schedule with promoter, staff and tour
- Organizing artist needs for day of show - stagehand, dressing rooms, catering, etc.
- Coordinating between venue and tour personnel for meet and greet and VIP ticketed patrons.
- Assisting in the organizing and managing of production folder for show financial settlement.

7. Human Resource & Safety

- Evaluating qualified full-time and part-time staff based on established employment procedures and in close cooperation with Human Resources
- Supports the organizing & supervising of training of all Amphitheatre personnel.
- Implementing and supervising of labor safety programs, laws & regulations, including OSHA and ADA

8. Accounting & Administration

- Procuring of goods and services as per approved budget and separate policy
- Completing event accounting and settlement
- Assist General Manager in development and admin of Operational and CAPEX budgets.

GENERAL REQUIREMENTS

- Bachelor's degree from an accredited college or appropriate amount of work experience to replace formal education.
- 5-7 years of related work experience, preferably in venues or special events
- Demonstrated ability to effectively interact with people of diverse backgrounds.
- Able to build strong relationships with customers, vendors and team.
- Self-motivated with a strong work ethic, high level of integrity and professionalism
- Excellent verbal and written communication and organizational skills
- Ability to work in high pressure, time sensitive situations typical of venue/event industry.
- Proficiency in MS office suite
- Must be able to lift/carry 50 lb. boxes.
- Must be at least 21 years of age.

HOW TO APPLY?

Please send resume to:

Vina Robles Vineyards & Winery
Attn. Human Resources
1200 Priska drive
Paso Robles, CA 93446

Or by e-mail in PDF format only to:
Please no phone calls

jobs@vinarobles.com