

ASSISTANT GENERAL MANAGER



JOB OVERVIEW:

If you've ever wanted to be part of an innovative business, to raise the standard of experiential entertainment and to create best practices for combining technology, art and commerce in exciting, unexpected ways - this is your chance!

AREA15's Assistant General Manager is an integral member of the management team for the brand-new location-based retail, amusement, events and entertainment facility touching all areas of the business. The company seeks leadership to maintain a balance of creativity required to make AREA15 so special with the operational requirements of a business with multiple revenue streams and consumer offerings in both the physical and digital worlds. We strive to have an open-minded, inclusive, diverse and creative team of employees that come together every day to provide joy and delight for our guests, partners and co-workers. Our team-members are spirited, seekers and tastemakers.

Ultimately, we expect each employee to personify AREA15 itself: Authentic. Engaged. Uninhibited. Welcoming. Visionary.

THE ASSISTANT GENERAL MANAGER WILL BE EXPECTED TO:

- Integrate self into the larger AREA15 team, embrace and have passion for the AREA15 brand and hold self to highest standards in all ways
- Possess the ability to allocate both human and material resources creatively and efficiently, seeing the bigger picture as well as the finer details in a systematic organized approach
- Exhibit exceptional communication and interpersonal skills, dealing with many types of people at all levels in a direct diplomatic way to always achieve best results
- Be proficient in technology and business planning software to build financial projections and reports in a timely manner
- Demonstrate strong leadership skills, including effective time management and delegation
- Be comfortable participating in creative, entrepreneurial start-up environment, introducing new concepts and innovations

ASSISTANT GENERAL MANAGER



RESPONSIBILITIES AND DUTIES:

- Work closely with General Manager to liaise with and oversee the broader AREA15 management team and headquarters to successfully operate and optimize the overall business plan flawlessly, on budget and to the highest standards in all areas
- Partner with Property Operations Team to execute and refine daily operating practices for all aspects of the building operations, vendor relationships, lease administration, expense tracking and tenant relationships
- Partner with Retail Operations Team to execute and refine daily operating practices, drive revenue, manage inventory, regulate cash handling procedures, merchandising, display, and employee relations
- Partner with Art Director to manage and care for the extensive collection of owned and leased pieces as well as support the process of selling Gallery pieces
- Partner with the Activations Team to maintain safe and efficient operations, manage staff and drive revenue
- Partner with the Events & Entertainment Team to develop and execute a strategy for a year-round calendar of AREA15 branded events, support sales team to exceed revenue targets for venue rentals and support event operations to safely and flawlessly execute all activations
- Partner with the Security Team to create a safe and secure environment for our employees, vendors and visitors at all times
- Partner with the Marketing Team to execute Marketing Plan providing real-time feedback and input to achieve proper branding and messaging
- Develop and adhere to budget and forecast while being able to clearly report financials to AREA15 management and executives at regular intervals and upon request
- Assist all team leaders to recruit the best talent and manage and schedule staffing and support services
- Administer leases including monitoring landlord and tenant obligations including rent collection, operating guidelines, rules and regulations while developing strong tenant relationships to ensure collective success
- Communicate with legal counsel, HR, health & safety advisor(s) and various regulatory bodies to ensure all processes remain compliant with OSHA and other governmental regulations in health department, liquor licensing, planning and fire departments

ASSISTANT GENERAL MANAGER



WORK SKILLS:

- Financial analysis, basic accounting knowledge
- Resolving conflicts and negotiating with others
- Business negotiation and sales experience
- Establishing and maintaining interpersonal relationships
- Making decisions and solving problems
- Developing and building teams

EDUCATION/EXPERIENCE:

- Degree from accredited four-year institution
- 5-7 years experience in location-based entertainment/retail in the areas of management, sales, marketing, retail or operations experience

ABOUT AREA15:

AREA15, located minutes from the Las Vegas Strip, is the world's first purpose-built experiential entertainment complex offering live events, immersive activations, monumental art installations, extraordinary design elements, unique retail, ground-breaking technology, bars and eateries and much more. With a growing collection of dynamic destinations including Emporium, Oddwood, Dueling Axes, a culinary experience by Todd English and its anchor experience, Meow Wolf Las Vegas, AREA15's ever-changing art, retail and entertainment attractions will draw locals and tourists of all ages when it opens in summer 2020.

For more information visit www.AREA15.com and follow on Instagram and Twitter: @AREA15Official; Facebook: AREA15LasVegas and YouTube: AREA15.

AREA15 is an equal opportunity employer and values diversity. We are committed to complying with all federal, state and local laws providing equal opportunities and all other employment laws and regulations.

TO APPLY :

FILL OUT OUR [EMPLOYMENT APPLICATION FORM](#) AND ENTER "Assistant General Manager" AS THE POSITION YOU ARE APPLYING FOR