



## Conversion Team Supervisor Kentucky International Convention Center

### KENTUCKY EXPOSITION CENTER

937 Phillips Ln  
Louisville, KY 40209  
Phone: 502.367.5000

### KENTUCKY INTERNATIONAL CONVENTION CENTER

221 S Fourth St  
Louisville, KY 40202  
Phone: 502.595.4381

[www.kyvenues.com](http://www.kyvenues.com)

Salary: Commensurate with experience  
Work Address: 221 S. Fourth Street, Louisville, Kentucky 40202

Governed by the Kentucky State Fair Board, Kentucky Venues' two major convention and exposition facilities – the Kentucky Exposition Center and the Kentucky International Convention Center – partner with regional, national and international clients to host world-class events. Kentucky Venues also produces signature events annually: Kentucky State Fair, World's Championship Horse Show, National Farm Machinery Show, Championship Tractor Pull, North American International Livestock Exposition, North American Championship Rodeo and All-In Hoopfest. Whether it be a trade show, convention, conference, live stage show, livestock exposition, an athletic tournament or a private event, Kentucky Venues has the event space to offer for a successful and memorable event experience.

Kentucky International Convention Center (KICC), located in the heart of downtown Louisville, is the agency's showcase venue. Nearing the end of a complete two-year renovation, KICC will reopen August 2018 to host a full calendar of major conventions, conferences, expos and private events. The remarkable new convention center will span over two city blocks, is within steps of Louisville's major hotels, restaurants and attractions and will continue to operate its two self-owned adjacent parking garages.

#### **Position Description:**

This is a non-merit, ungraded, exempt position that will serve the Kentucky International Convention Center to perform and supervise Conversion Team activities including event and room set-ups, changeovers and strikes. The Conversion Team Supervisor will interpret directives provided in written, oral and timeline formats and floor plans using exceptional attention to detail, problem-solve using practical approaches, address a variety of situations factored by concrete variables with limited existing standards and be able to work independently as well as within a team in a fast-paced environment. The Conversion Team Supervisor will anticipate customer needs and go above and beyond to satisfy, if not exceed, those needs. The Conversion Team Supervisor will report to the Assistant Director of Operations and often interact directly with Event Managers to accomplish delivering a quality event experience to all clients and guests.

**Essential Functions:**

- Participate in and supervise event and room set-ups according to directives and floor plans provided and ensure effective completion.
- Order and maintain supplies and equipment such as tables, chairs, table skirting, table linens and other event-related inventory.
- Schedule staff according to event and facility needs and as directed by the Assistant Director of Operations.
- Ensure that all job assignments are completed efficiently and effectively, according to specified timelines.
- Responsible for proper storage of supplies and equipment.
- Supervise conversion staff in a manner consistent with established policies and procedures.
- Discuss all employee issues with the Assistant Director of Operations and implement corrective action as necessary; submit documentation to Human Resources.
- Inspect completed work for conformance to standards.
- Assure the safety of the work environment and report any potential hazards to the Assistant Director of Operations and Director of Operations.
- Study event schedules, resumes and projected labor requirements to prepare for effective completion of assignments.
- Document all work-related injuries and illnesses using the appropriate forms and submit to Human Resources within established timelines.
- Attend and participate in weekly and other meetings as scheduled.
- Communicate effectively, orally and in writing, including use of a two-way radio.
- Effectively type and operate a computer and other office devices including calculators, telephones, copy and fax machines and printers; effectively use Microsoft Office including Excel, Outlook and Word.
- Participate in business, facility and event operations including moving loads of up to 75 lbs as required.
- Function and work effectively within stressful situations and environments, particularly that of an event-based nature.
- Function and work effectively in an office setting with minimal to moderate noise levels as well as facility areas with moderate to loud noise levels where event functions and facility maintenance are taking place.
- Work a varied schedule, including typical weekday hours, evenings, nights, early mornings, overnight hours, weekends and holidays as required; frequently work more than a 40-hour workweek, contingent on facility and event requisites.
- Perform relative duties and manage other responsibilities as assigned.

**Qualifications:**

- Willing and able to work a varied schedule as necessary, inclusive of 1<sup>st</sup>, 2<sup>nd</sup> or 3<sup>rd</sup> shifts, weekends and holidays.
- Skill in providing effective leadership and motivation.
- Ability to effectively communicate, orally and in writing.
- Ability to work under pressure in a fast-paced environment and meet tight deadlines.
- Ability to adapt quickly to changing priorities.
- Ability to interpret floor plans and follow provided directives for accurate event and room set-ups.
- Ability to operate a computer and utilize Microsoft Word and Outlook.
- Ability to lift 75 lbs. without mechanical assistance.
- Willing and able to become certified to operate a forklift and other job-related equipment.

**Minimum Requirements:****Education:**

- High school diploma or GED equivalent is preferred.

- A combination of education and related experience may be considered.

**Experience:**

- At least two years of operational experience for a major event or entertainment facility preferred.
- At least one to two years of supervisory responsibility.

**Additional Requirements:**

Applicants and employees in this job title may be required to submit to a drug screening test and background check.

**Application Process:**

Interested applicants should email a cover letter, résumé and at least three professional references to:

Paul Herberg

Director of Human Resources

Kentucky Venues

[paul.herberg@kyvenues.com](mailto:paul.herberg@kyvenues.com)

The subject line of the email shall state “KICC Conversion Team Supervisor”.

*THE COMMONWEALTH OF KENTUCKY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, NATIONAL ORIGIN, SEX, AGE, DISABILITY, SEXUAL ORIENTATION, GENDER IDENTITY, GENETIC INFORMATION OR VETERAN STATUS. REASONABLE ACCOMODATIONS ARE PROVIDED UPON REQUEST.*