



## **Stadium Operations Manager**

This is a seasonal position, starting May 1<sup>st</sup> and ending Sept 13<sup>th</sup>, 2018.  
Interested applicants should email their resume to [heather@pacificsbaseball.com](mailto:heather@pacificsbaseball.com)

**Reports to:** Assistant General Manager

**Must be available to work every Home Game dependant on schedule for the 2018 season:**

Tuesday-Friday: 10am- 11pm | Saturday: 10am-9pm | Sunday: 8am- 4pm  
Monday's and away games: on call (Home Game schedule to be final late January 2018)

### **Summary & Main Duties:**

- Assure ballpark is ready for Opening Day in regards to all aspects on-field and stadium wide and confirm all proper functioning before first week of June
- In-season: set up the stadium, make sure the entire ballpark is clean, everything is functioning properly; including opening, break down and lock up after every game
- Post-season: assure stadium is properly cleaned, putting everything away in storage, and make sure all rentals are returned

### **Responsibilities:**

- Must be able to lift and move large and some heavy objects
- Must be very handy and have good problem solving skills
- Work with Marin Sanitary to monitor garbage and recycling
- Work with electricians to help with all electrical issues
- Manage any help hired to assist with maintenance
- Wipe down all fans chairs every game and grandstand power washed monthly
- Help with set up and breakdown of all seating sections and pre-game parties
- Present for all deliveries: Costco, Coke, Moresco, etc.
- Help with Jane's Café to make sure everything is functioning
- Work with City of San Rafael to follow city regulations and manage field maintenance standards
- Take ownership of turning on and off lights for night games
- Oversee that everything gets put away at the end of every game
- Post- season: return stadium to original pre-baseball status, return all rentals
- Put all Pacifics property away at the end of the year in storage
- Inventory all Pacifics property (know what's in good shape, needs to be replaced, etc.)

This position will be based mainly outside at Albert Park in San Rafael with some driving to and from other businesses. There is an option to return for the 2019 season.