



City of
Peterborough

To: Members of Arenas Parks and Recreation Advisory Committee

From: Sue Warrington, Arena Division Manager

Meeting Date: March 21, 2017

Subject: Report APRAC17-010
Arena Division 2017 Work Activities Overview

Purpose

A presentation to provide an overview, through a presentation by the Arena Division Manager, of the major work activities of Arena Division for 2017.

Recommendation

That the Arenas Parks and Recreation Advisory Committee (APRAC) approve the recommendation outlined in Report APRAC17-010, dated March 21, 2017 of the Arena Division Manager, as follows:

That a presentation by the Arena Division Manager providing an overview of the 2017 major work activities be received for information.

Budget and Financial Implications

There is no budget or financial implication resulting from the approval of the recommendation of Report APRAC17-010.

Background

On March 21, 2017, the Arena Division Manager will attend the Arenas Parks and Recreation Advisory Committee meeting to provide an overview of the major work activities undertaken by Arena Division for 2017. As background to the presentation, the following outlines how the Division has restructured the management team over the last few years. A review of all management team positions was undertaken and specific duties were reorganized into more manageable and focused positions.

The management model includes the Memorial Centre Facility Manager to manage and direct the programming, operations and long-term planning of the Memorial Centre and Morrow Park. Box Office Staff report directly to the Facility Manager. The position of Memorial Centre Operations Manager reports to the Facility Manager and leads and coordinates the technical operations for the Memorial Centre and Morrow Park. The Memorial Centre Foreman and Memorial Centre Arena Operators report directly to the Operations Manager.

The position of Community Arena Operations Manager leads and coordinates the technical operations and special event operations for the Community Arenas that include the Evinrude Centre, Kinsmen Arena and Northcrest Arena. The Community Arena Foremen, Community Arena Operators, Community Arena Concession and Bar Staff report directly to Operations Manager.

The position of Programs & Promotions Coordinator assists Arena Division to increase revenue generation through enhanced sales of programs and services including Memorial Centre Suite leases, marketing and promotion of events to increase ticket sales, advertising sales and sponsorship opportunities for all Arena Division facilities.

The Arena Division Manager directly supervises the administrative staff who perform the facility booking, accounts payable and receivable functions for all facilities. It is the Division Manager's responsibility to lead and oversee the development and implementation of long-term plans including functional reviews, needs assessments, community engagement and research relating to facility expansion/ enhancement and new facility development, divisional and facility master plans and strategic plans.

Submitted by,

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Arena Division Manager

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