

Title: Super Rink Ice Arena Director

Reports To: Deputy Executive Director

Supervises: All full-time operations staff

Role Summary

The Ice Arena Director is responsible for directing all aspects of Super Rink operations. This role serves as the final authority within the department and exercises discretion to benefit MASC, NSCF, and Super Rink. The position requires strong operational leadership, financial oversight, relationship management, and strategic growth capabilities.

Core Competencies

- Ability to engage and successfully direct all aspects of arena operations
- Strong leadership and decision-making skills
- Effective communication with customers, partners, and staff
- Strategic planning and revenue generation

Authority & Boundaries

- Final authority within the department
- Expected to use independent judgment and discretion to benefit MASC, NSCF, and Super Rink

Education and Experience

- Bachelor's degree required
- Minimum of five (5) years in a leadership role or equivalent experience

Employment Details

- **Classification:** Full-time, salaried, exempt from FLSA overtime regulations (45–50 hours per week)
- **Terms of Employment:** At-will
- **Compensation:** Based on education and experience in the ice arena industry
- **Salary Range:** \$112,000 – \$130,000

To apply submit a cover letter and resume to employment@nscsports.org

The National Sports Center Foundation (NSCF) is committed to a policy of equal employment opportunity and does not discriminate in terms, conditions, or privileges of employment on account of race, age, color, sex, national origin, physical or cognitive disability, or religion or otherwise as may be prohibited by federal and state law. The NSCF is also committed to creating an inclusive workplace and commits to taking appropriate measures to enable persons with disabilities to access employment and benefit equally from employment related opportunities by providing reasonable accommodation. Should applicants need reasonable arrangements to facilitate their interview and assessment during the recruitment and selection process, please submit your request in your application.

Job Details:**Arena Operations**

- Understand and direct all aspects of arena operations
- Maintain complete understanding of the master agreement with rink partners
- Direct, create, and manage all ice user contracts
- Direct the Manager of Operations
- Direct budget P&L and approve all budgets prior to submission to the CFO
- Create, implement, and oversee arena operations policies and procedures
- Communicate effectively with customers and staff
- Create new business opportunities and generate new net revenue
- Manage and grow existing business
- Speak and present to large groups
- Approve job descriptions for Supervisors, Drivers, Attendants, Front Desk, and Cleaning Staff
- Oversee staffing, including hiring, termination, and scheduling of managers
- Manage events with full knowledge of each event's requirements
- Serve as an active member with all NGBs related to ice sports programs

Maintenance & Mechanical Oversight

- Oversee R22 changeout and rink renovations
- Direct major and minor mechanical projects and preventative maintenance in coordination with the Manager of Operations and Maintenance Manager
- Learn, direct, and implement new energy management and cost-saving initiatives
- Direct and implement capital improvement projects
- Prepare and evaluate project bids
- Coordinate and work with outside mechanical and service companies

Relationship Management

- Build and maintain strong relationships with ice customers, industry leaders, vendors, and partners

Additional Duties as assigned