



APPLICANTS SOUGHT FOR 2024 FACILITY MANAGER

CONTRACT FOR SERVICES: SEASONAL, PART-TIME

May 1, 2024 to Oct. 31, 2024

Responsible for general management of the Dale Pahlke Arena at the Dakota Community Bank and Trust Rodeo Grounds. Some exclusions apply to activities produced directly by the MHSC or the Mandan Rodeo Days Organization (MRDO). Coordination required with the Mandan Park District as the facility owner and the Bismarck Mandan Stock Car Association, which leases the neighboring Dakota Speedway and campground as part of Dacotah Centennial Park.

DUTIES

1. Basic ground preparation (requires ability to drive a tractor, operate an arena groomer/tiller, and operate a water truck).
 - a. Coordination with MHSC and MRDO needed to secure tractor, skidsteer or other needed equipment.
 - b. Monitor rainfall amounts and conditions to alert event coordinators of possible need for weather related delays or postponements.
2. Coordination of arena for rentals for activities beyond those hosted by the MHSC and MRDO.
 - a. Coordination with event producers to secure sublease agreement liability insurance, and any provisions for food trucks or liquor.
 - b. Walk-throughs before and after events, determination of release of deposits.
 - c. Familiarization with sound system, lights, access to water and electrical hook-ups, placement of any food trucks or other vendors, etc.
 - d. Informing event producers on locations for display of sponsor signs and banners
3. Horse pen rentals during and between events.
 - a. Includes monitoring and management of online rental and payment system(s), collection of any fines or provision of refunds, maintaining locks and chains on pens, provision of lock combinations to renters, weed control, and removal of any manure for which renters failed to clean-up. Manure bunkers are available by horse pens.
4. Make accommodations for portable restrooms and dumpsters as needed, or coordinate such with sublessees.
5. Manure and trash removal following events. Includes grassy and gravel parking areas, camp sites and areas behind the arena, but within the chain link fence.
 - a. Manure — Setting up and tearing down temporary manure dumping stations. Recommend approx. 2-3 locations in grassy areas (avoiding camp sites) for use by participants. Remove any manure left by event participants and place in central areas for collection by MPD. Excludes arena interior.
 - b. Trash — Generally entails being sure garbage totes are lined with trash bags prior to an event, gathering trash bags from totes following each day of an event and piling in central location for collection by the MPD. Dumpster(s) required for larger events.

6. Coordination with BMSCA/Dacotah Speedway on camping rentals and compliance.

SUPERVISION

This contract position will be accountable to the MHSC President and Arena Director(s).

MINIMUM REQUIREMENTS

Liability insurance with same for any subcontractors.

COMPENSATION

\$1,000 per month plus 20% commission for pen rentals and arena sublease agreements.

HOW TO APPLY

Email a letter of interest or proposal with a resume by Jan. 12, 2024, to mhsc_entries@outlook.com. Interviews will be scheduled for late January with the 2024 MHSC board of directors. Direct any questions to MHSC 2023 President Ellen Huber, cell 701-400-6249, or Arena Director Ron Mosset, cell 701-321-2355.

ADDITIONAL BACKGROUND INFORMATION

The Mandan Horse and Saddle Club has a lease on the Dale Pahlke Arena at the Dakota Community Bank and Trust Rodeo Grounds from the Mandan Park District (MPD) through Dec. 31, 2024. Under the lease agreement, the MHSC has responsibility for the following key areas:

- Liability insurance — Minimum \$1 million spectator's liability coverage with MPD as an additional insured. Same required of any sublessee.
- Liability insurance for any equipment used in producing events (Ex. tractor, skidsteer, water truck).
- Utility payments (water, electrical and internet).
- Equipment repair and maintenance (chutes, panels, etc)
- Rights to sublease the arena.
- Clean-up after each event to include bleachers, trash removal + manure collection from interior and exterior premises.
- Maintenance of horse pens including rentals, manure collection, weed control & trimming.

The Mandan Park District responsibilities and services include:

- Insurance of the property and improvements,
- Use of trash totes, maintaining of grass and trees.
- Collection of trash bags following small events (dumpsters responsibility of MHSC or sublessee for large events).
- Collection of manure piles following events (bunkers by horse pens + approx. 3 other locations in grassy areas)

Other

- Requires allowed use of facilities for Mandan Rodeo Days Organization for July 4 rodeo.

MPD lease and 2024 MHSC arena sublease agreements available for review upon request.