



September 2023

Experience Sioux Falls (formerly the Sioux Falls Convention & Visitors Bureau) is seeking a

HOST CITY MANAGER

The Host City Manager for Experience Sioux Falls will further develop and oversee the Falls Park Visitor Information Center in Sioux Falls, as well as develop and manage programs, including tourism-related efforts, throughout the community to enhance Sioux Falls as a visitor friendly destination.

Qualified Candidates will possess:

- Background in retail: including ordering and maintaining inventory, pricing, promotion, and tracking of all financial matters regarding retail sales
- Proven management skills, including hiring, scheduling and managing visitor center employees
- Experience in sales and marketing
- Proven ability to handle several projects simultaneously
- Excellent organizational skills
- Experience in establishing and building community relations
- Excellent written and oral communication skills
- Limited travel
- Ability to work nights and weekends when necessary/flexible schedule
- High energy level
- Ability to lift a minimum of 50 pounds
- Have a vehicle for moving visitor center merchandise from the Experience Sioux Falls office to the visitor center

Work Environment

Every employee is considered an important member of our work family. This role will be an integral part of the success of running the organization. We are looking for someone who takes pride in their career and is looking for a long-term position.

Experience Sioux Falls provides a competitive benefit package for full-time employees including 401K/matching 401K, health, dental and vision insurance options, disability insurance. Also, paid sick, holiday and vacation time. FSA & HSA options available.

Target Date for Filling Position: Immediate!

NO PHONE CALLS ACCEPTED. Interested candidates should mail or email cover letter and resume with references to:

Teri Schmidt
Chief Executive Officer
Experience Sioux Falls
200 N. Phillips Ave., Suite 102
Sioux Falls, SD 57104

or Email: Teri@ExperienceSiouxFalls.com