



Job Listing: Assistant Director of Concessions

At Sodexo Live!, we take pride in crafting exceptional events at the most prestigious venues on the planet and creating lasting memories for fans, visitors, guests and team members. Working with Sodexo Live! is more than a job; it's a chance to be part of something greater. Here, you'll build a career where 'everyday' is anything but normal.

Our experiences are unique, and so are our people. Bring your personality, your background and your desire to delight others. In return, we'll give you all you need to thrive. After giving it all, you'll return home knowing that you've played your part in creating a truly unforgettable moment.

Location: We are seeking an experienced **Assistant Director of Concessions** for the **Indiana Convention Center**.

Salary: \$60,000-\$75,000

The Indiana Convention Center is located in the heart of the 12th largest city in the U.S., Indianapolis, Indiana. The state capital, Indianapolis ranks in the top 25 most visited cities in the country, with 18 million annual visitors. Indianapolis International Airport accommodates 150 flights each day, carrying 7.4 million yearly passengers to and from the Circle City.

Now one of the largest convention centers in America, the Indiana Convention Center is connected by skywalks to more hotel rooms than any other city in the nation. Also linked to the center is a four-story urban shopping mall, surrounded by more than 200 restaurants and clubs, well-known sports venues, and a 10-block state park that features top museums, green space, and a convenient canal walk. It's the reason Sports Illustrated's Peter King calls Indianapolis "the most walkable downtown in America."

Principal Function:

The Assistant Director of Concessions supports the Director of Concessions in all aspects of Quick Serve (concessions) operations, including managing multiple-concept food courts, permanent stands, portable carts and kiosks, in-venue restaurants, private clubs, and upscale suite catering.

The Assistant Director will work closely with the Director to implement business strategies that drive Quick Serve sales revenue and support the achievement of overall financial goals. They will focus on ensuring an exceptional guest experience while providing leadership to supervisors and frontline staff.

This position contributes to Sodexo Live!'s goal of being #1 in Event Hospitality by helping create an energized and positive work environment within the Quick Serve department.

Essential Responsibilities:

- Assist the Director of Concessions in maximizing Sodexo Live!'s Quick Serve revenue and operational excellence through adherence to systems and policies.



- Provide leadership and direction to Quick Serve Supervisors, Leads, and frontline staff, ensuring team engagement and high performance.
- Help ensure compliance with policies and procedures for processing customer transactions.
- Partner with the Director to promote Sodexo Live! as the #1 Employer of Choice through personal commitment and by leading by example.

Qualifications/Skills:

- Bachelor's degree and/or appropriate combination of education and experience to support on-the-job effectiveness.
- A minimum of 2 years of leadership experience within a diverse food and beverage environment, with focus on client and customer service.
- Venue catering/concessions experience and familiarity with multi-site operations preferred.
- Working knowledge of food safety, sanitation, and workplace safety standards, including Health Department requirements.
- Financial acumen; experience with P&L accountability and/or contract-managed services is desirable.
- Proficiency in Microsoft Office programs and other relevant technologies.
- Strong interpersonal skills and the ability to work effectively with a variety of organizational functions.
- Ability to work both independently and collaboratively on multiple tasks or projects.
- Effective oral and written communication skills.
- Initiative and problem-solving abilities to identify and resolve challenges effectively.

Other Requirements:

- Subject to wet floors, temperature extremes and excessive noise; must be able to lift up to 50 pounds in weight; must be able to maneuver in an often tightly-quartered environment.

Thank you for expressing interest in employment with Sodexo Live!. While only those candidates considered for this position will be contacted, your resume will remain on file for 90 days.

Sodexo Live! is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, religion, color, national origin, sex, age, genetic information, status as a protected veteran or status as a qualified individual with a disability, or any other characteristic protected by applicable Federal, State or Local law.