

Director of Outside Facilities & Concessions

(Reports to Operations Director / Show Runner)

Operational Parameters & Management Scope – Volunteer Leadership Position –

1. Core Departments Managed

The **Director of Outside Facilities & Concessions** is responsible for coordinating all exterior operations outside the main GeekFest West venue. This includes outdoor zones, concession vendors, parking logistics, sanitation services, and compliance with local and venue requirements.

This volunteer leadership position ensures a clean, safe, and well-organized outdoor experience for attendees, vendors, and staff.

Department	Description	Sub-Leads / Key Roles
Food & Beverage Concessions	Coordinate food trucks, beverage stations, and outdoor food vendors.	Food Vendor Coordinator
Outdoor Zone Management	Oversee all outdoor event areas, including tents, staging, and open-air attractions.	Site Captain, Grounds Crew Lead
Facility Services	Manage sanitation, waste disposal, and portable restrooms.	Facility Services Coordinator
Parking & Access Control	Direct staff, vendor, and attendee parking, including entry and exit routes.	Parking Lead, Security Liaison
Permits & Compliance	Ensure all health, fire, and city permits are filed, posted, and current.	Compliance Officer
Vendor & Concession Relations	Coordinate logistics and communication with external concession vendors.	Vendor Liaison

2. Decision Authority Parameters

This position has operational authority for outdoor zones and concessions management, under the direction of the Operations Director or Show Runner.

Area	Authority Level	Notes
Vendor & Concession Placement	Full authority to assign and position vendors in outdoor areas.	Must align with fire, health, and safety guidelines.

Area	Authority Level	Notes
Permitting & Compliance	Can gather, track, and maintain permit documentation.	All submissions approved by Operations Director.
Outdoor Facility Operations	Full authority to direct sanitation, waste, and site maintenance.	Works with contracted facility providers.
Parking Operations	Can assign staff and volunteers for traffic flow and parking coordination.	Coordinate with Security for entry control.
Vendor Communication	Authorized to communicate logistics and expectations to outside vendors.	Finance processes all contracts and payments.

3. Performance & Success Metrics

The position is evaluated based on **site cleanliness, vendor coordination, safety, and compliance performance.**

Metric	Target Example	Source
Concession Vendor Retention	80% returning vendors year-over-year	Vendor Feedback Surveys
Permit & Inspection Compliance	100% clearance pre-event	City & Venue Records
Outdoor Readiness Score	All areas approved before attendee entry	Site Walk Logs
Safety & Cleanliness Ratings	90%+ positive attendee feedback	Post-Event Surveys
Parking Efficiency	95% flow adherence to planned routes	Traffic Logs

4. Pre-Event Planning Milestones

Timeline	Milestone	Deliverable
Q1 2026	Identify concession needs, site footprint, and required permits.	Draft vendor list and permit checklist.
Q1 2026	Confirm site layout, power, and sanitation points.	Outdoor Site Plan v1.
April 21st 2026	Finalize vendor assignments and parking layout.	Facilities Map and Placement Grid.
May 1st 2026	Complete compliance review with city and venue.	Safety & Inspection Packet.
June 15th 2026	Confirm all vendors, permits, and staffing schedules.	Outdoor Readiness Report.

Timeline	Milestone	Deliverable
Event Week	Supervise all outdoor logistics, vendors, and facilities.	Daily Outdoor Operations Log and Post-Event Summary.

5. Interdepartmental Interfaces

This volunteer director works closely with multiple departments to ensure safe and smooth outdoor operations:

- With **Operations Director**: Site layout, equipment, and infrastructure support.
- With **Finance Director**: Permit fee tracking and vendor payment coordination.
- With **Marketing Director**: Outdoor signage, banners, and sponsor activations.
- With **Vendor Relations Director**: Integration of outdoor vendors into exhibitor listings.
- With **Security Team**: Parking management, access gates, and emergency protocols.
- With **Volunteer Director**: Scheduling of outdoor crew and sanitation volunteers.
- With **City & Venue Partners**: Permitting, inspections, and compliance oversight.

6. Out-of-Scope Boundaries

To maintain clarity of role and responsibilities:

- Does not manage indoor venue operations or programming rooms.
- Cannot authorize or sign vendor contracts or payments.
- Cannot set or modify budgets.
- Not responsible for sponsorship or marketing deliverables.
- Does not manage or approve guest relations or entertainment bookings.

7. Documentation & Reporting

- Maintain a **Facilities & Concessions Tracker** (Zoho / Excel) for all vendor details, permits, and staff coverage.
- Submit **Weekly Pre-Event Updates** to the Operations Director.
- Provide **Daily Operations Logs** during the event for outdoor zones.
- Complete a **Post-Event Facilities Report** detailing outcomes, vendor satisfaction, and recommendations for next year.