

MONONA TERRACE COMMUNITY AND CONVENTION CENTER

One John Nolen Drive

Madison, WI 53703

(608) 261-4000

FAX: (608) 261-4049

mononaterace@cityofmadison.com

<http://mononaterace.com>

Mission, Goals and Objectives

To deliver an exceptional and inspirational experience.

Vision

To be a globally recognized facility of distinction, offering endless possibilities and extraordinary service.

Monona Terrace Community and Convention Center is responsible to the Monona Terrace Board of Directors and the City of Madison Mayor.

Connie Thompson, Executive Director (608) 261-4030

Responsible for overall planning, organizing, directing and controlling the activities, finances and operations of Monona Terrace Community and Convention Center. Non-voting member of the Monona Terrace Board. Reports to the Mayor of the City of Madison and the Monona Terrace Board of Directors.

Sara Carrizal, Office and Design Administrator (608) 261-4000/4005

Provides administrative and technical assistance to the Director and the Monona Terrace Board of Directors, operates the reception desk, provides technical and clerical support to administrative staff, and graphic design work for the in-house graphic designer.

Vacant, Associate Director of Operations and Quality (608) 261-4020

Plans, directs and supervises programs, functions and activities of the operations, maintenance and gift shop sections. Manages the quality and organizational development program and environmental sustainability program.

Bryan Cator, Operations Manager (608) 261-4031

Manages day-to-day operations of event services and customer needs.

Roy Vela, Assistant Operations Manager (608) 261-4029

Manages day-to-day operations of event services and customer needs.

Operations Leadworkers (608) 261-4137

Responsible leadership position regarding daily setup and teardown of events, custodial and customer service.

- Charles Anderson
- Will Henly
- Benjamin Trapp
- Matt Weaver

Operations Workers (608) 261-4137

Responsible for daily setup and teardown of events, custodial and customer service.

- Ian Evans
- Mohammed Fadhel
- Keifer Gross
- Jeff Utter
- Vacant

Custodial Worker 2 (608) 261-4137

Performs a variety of custodial tasks for the daily cleaning of Monona Terrace.

- Nathan Ditsch
- Renee Jackson
- Tsering Paldon
- Thubden Sangha
- Claudia Uchowed

Command Center Operators (608) 261-4053

Provide building and public safety.

- Jeff Grahler
- Mark McGill
- Kevin Pamulak
- Patrick Truschinski

Dwaine Rundle, Building Maintenance Supervisor (608) 261-4154

Responsible for coordination of building and facility maintenance and maintenance mechanic staff.

Schuyler Cleven, Technical Service Specialist 1 (608) 261-4027

Provides audio/visual, closed-circuit and general communication needs for clients.

John Schwoerer, Management Information Specialist 3 (608) 261-4119

Maintains Monona Terrace computer and phone networks, provides audio/visual, closed-circuit and general communication needs for clients.

Nick Ulrich, Technical Service Specialist 1 (608) 261-4188

Coordinates and provides audio/visual, closed-circuit and general communication needs for clients.

Eric Gosling, Chris Hendricks, & Luis Guzman Mundo, Maintenance Mechanic 1 (608) 261-4115

Responsible for repair and maintenance of building and equipment.

Melvin Boone & Jonathan Retelle, Facility Maintenance Workers (608) 261-4115

Responsible for general maintenance of facility.

Tony Gomez-Phillips, Landscape Maintenance Worker (608) 261-4191

Responsible for interior plants and exterior gardens and general maintenance of facility.

Jeff Boyd, Business Manager	(608) 261-4012
Responsible for supervision and management of the Business Office, including accounting services, financial reporting, budgeting, payroll, human resources, information services and business planning.	
Taylor Gundlach, Account Technician 1	(608) 261-4033
Responsible for accounting, billing, receivables, purchasing and related business activities.	
Barbara Libman, Account Technician 1	(608) 261-4009
Responsible for accounting, billing, receivables, purchasing and related business activities.	
Bill Zeinemann, Associate Director, Marketing/Sales/Event Services	(608) 261-4010
Responsible for supervision and coordination of sales, marketing, tourism and event coordination. Coordinates Monona Terrace sales and marketing activities of subcontractor, Greater Madison Convention and Visitors Bureau.	
Todd Brei, Marketing and Communications Specialist	(608) 261-4007
Graphic and web design specialist, maintains website, graphic standards manual and Google analytics account. Designs promotional and collateral materials for Sales and Community Programs departments. Photographer for marketing and media materials including design of 360° virtual tours of the building.	
Meg Statz, Event Services Manager	(608) 261-4008
Responsible for the supervision and coordination of events.	
Edit Williams, Event Coordinator	(608) 261-4022
Plans, coordinates and organizes events.	
Michelle Marx, Event Coordinator	(608) 261-4091
Plans, coordinates and organizes events.	
Vacant, Part-time Hourly Event Coordinator	(608) 261-4024
Plans, coordinates and organizes events.	
Laura MacIsaac, Director of Sales	(608) 261-4016
Supervises and coordinates the sales, marketing and booking staff. Responsible for sales to corporate and meetings market.	
Breanne Chase, Sales Manager	(608) 261-4093
Responsible for sales of social events.	
Vacant, Sales Manager	(608) 261-4018
Responsible for sales of meetings and small conferences.	
Kara Noah, Booking Coordinator	(608) 261-4092
Provides administrative and technical support for Sales and Marketing and booking.	
Karen Cator, Booking Assistant	(608) 261-4038
Provides administrative and technical support for Sales and Marketing.	

Ryan Henke, Booking/Events Assistant (608) 261-4039

Provides administrative and technical support for Sales and Marketing, and Event Services.

Lisa Sparks, Gift Shop Sales Leadworker (608) 261-4066

Retail sales, customer service, which involves merchandising, inventory control and associated clerical work.

Jodi Tessman, Dean Henkel (50%), Sales Clerk (608) 261-4184

Retail sales, customer service, which involves merchandising, inventory control and associated clerical work.

Kristen Durst, Manager of Community and Public Relations (608) 261-4011

Responsible for the development and implementation of education and community outreach, and public relations programs.

Misty Lohrentz, Community Program Coordinator (608) 261-4062

Responsible for Monona Terrace community programming, including concerts, lecture series, children's programs and other events Monona Terrace creates and sponsors for the community.

Heather Sabin, Volunteer/Tourism Coordinator (608) 261-4015

Responsible for coordination and supervision of public and private tours, the docent program and Frank Lloyd Wright information relating to Monona Terrace.

Lisa Maly, Administrative Aide 1 (608) 261-4081

Assists with coordination and supervision of public and private tours, the docent program and the intern program.