



DIRECTOR OF EVENT SALES

Position Title	Department	Reports to
Director of Event Sales	Sales	CMO
Employment Status	FLSA Status	Effective Date
<input type="checkbox"/> Temporary <input checked="" type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time	<input type="checkbox"/> Non-Exempt <input checked="" type="checkbox"/> Exempt	July 2019

POSITION SUMMARY

The Director of Event Sales (Rentals) will be responsible for all event and rental sales at the Long Center. Curating leads for events or rental space for special events in the campus to customers in the community. This role takes generated sales leads and takes the lead through our sales process then after closing, packages the event or rental and hands off to our execution team. This role will be a stakeholder in creating, tracking, and hitting sales goals. Overseeing the settlement after the event to ensure each event is executed to standard and according to contract.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The essential functions include, but are not limited to the following:

- Act as key person for all advertising, marketing, and promotion of venue space/s
- Network to promote the Long Center in the community
- Ensure deliverables are made according to Client needs, brand and quality standards
- Continuously improve the event/rental sales process and make recommendations as needed
- Follow up after every event to ensure Long Center standards were executed 100% by the team
- Work with internal teams to ensure sales process is clean, effective, and intentional
- Manage internal sales process by building estimates, proposals and contracts
- Advance the organization and company culture forward in a positive manner
- Evening and weekend work may be required
- Performing other work-related duties as assigned

MINIMUM QUALIFICATIONS (KNOWLEDGE, SKILLS, AND ABILITIES)

- Bachelor's degree in sales, marketing, business, or related major.
- 10 or more years of event and sales experience
- Proven success in coordinating events in size from 25-1,000 guests
- Experience selling venues and facility spaces
- Organized, great communicator, customer relations and presentation skills, network builder, creative thinker, highly collaborative
- Effective verbal and written communication skills with leadership, colleagues, and individuals inside and outside the Company

PHYSICAL DEMANDS AND WORK ENVIRONMENT

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the functions. While performing the duties of this position, the employee is regularly required to talk or hear. The employee frequently is required to use hands or fingers, handle or feel objects, tools, or controls. The employee is occasionally required to stand; walk; sit; and reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this



position include close vision, distance vision, and the ability to adjust focus. The noise level in the work environment is usually low to moderate.

NOTE

This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. All duties and responsibilities are essential functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbents will possess the skills, aptitudes, and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities. This document does not create an employment contract, implied or otherwise, other than an “at will” relationship.

Reviewed with employee by

Signature: _____

Name (print): _____

Title: _____

Date: _____

Received and accepted by

Signature: _____

Name (print): _____

Title: _____

Date: _____

The company is an Equal Opportunity Employer, drug free workplace, and complies with ADA regulations as applicable.