

**SPOKANE CONVENTION CENTER
NATIONAL CONVENTION SALES MANAGER**

NATURE OF WORK:

Responsible for sales and scheduling of conventions in the Spokane Convention Center and other District facilities in accordance with long-term agreements, Board policy, sales leads and presenter or user group requests. Responsible for implementing sales efforts to generate conference and convention business. Acts as a liaison to the Visit Spokane sales team. Considerable independent professional judgment is required to solve problems within the assigned work area. Employee has both inside and outside contacts in conjunction with the planning for and providing of services needed by facility users. Work performed under normal working conditions is light in nature but requires concentrated attention to prevent errors.

Will be required to work odd or unusual hours with travel expected. Frequently travel is outside of the local area and overnight. Work hours typically average more than 40 hours per week and may include extended hours in a day, anytime of day/night, weekends and holidays. Work is light in nature but does require concentrated attention to prevent errors and is performed under normal working conditions.

SUPERVISION:

Work is performed with limited supervision and wide latitude in making decisions essential to successful sales and presentation of conventions at the Spokane Convention Center. Reports to the CC/PAC Director of Sales and Marketing.

ESSENTIAL JOB FUNCTIONS:

Markets and promotes the effective use of the Spokane Convention Center and other SPFD facilities through the development and implementation of a coordinated sales and booking strategy to generate conference and convention business requiring room nights.

Works closely with Visit Spokane and various Meeting Planners and Event Presenters in providing necessary information for prospective events at the Convention Center.

Researches prospective events by gathering history of past events in convention centers. Gives information to prospective users regarding facilities, rental rates, schedules and District policies. Prepares detailed estimates and reviews with client. Negotiates contracts to make sure that user's needs are fully identified and incorporated, and that all District and event requirements are met.

Works closely with the sales, event management and marketing teams on the booking and scheduling of all facilities. Prepares sales and activity reports.

Responsible for outside sales which include participation in related trade shows, community events, industry conferences and individual sales calls to promote new and returning Convention business for the District.

Upon finalizing the contracting of an event, coordinates the transition of the event to an Event Manager.

Promotes both internal and external Guest services, including fellow employees, contract service providers, event planners and event attendees. Works closely with Catering Staff.

Performs related work as assigned.

REQUIREMENTS OF WORK:

Thorough knowledge of facility and equipment requirements in presenting major conventions, public meetings, lectures, exhibits, concerts, athletic and other events.

Thorough knowledge of modern principles and practices of business management in regard to sales, marketing, bookings, production and facilities management, including a working knowledge of the facilities booking policy and other policy and procedures that affect use of the Convention center..

Ability to express self clearly and concisely, electronically, orally and in writing. Ability to deal effectively with contract service organizations.

Ability to establish and maintain effective relationships with co-workers, users, District Board, the media and general public.

MINIMUM EDUCATION AND EXPERIENCE:

Graduation from an accredited four-year college or university with a related degree, and three years experience in a position with a public assembly facility, major exposition, or agency with responsibility for sales, booking, scheduling, arranging and/or promoting conventions, meetings, lectures, exhibits, concerts, and related events, with some responsibility for the coordination of such events and contracts involved. Additional experience may be substituted for specific degree requirement.

SALARY: \$47,500 - \$63,285 plus Event Sales Commission

STATUS: Administrative – Exempt

Final 02/20/2018

***HIRING PRACTICES:** The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job.*