

Job Description

Sales & Events Coordinator

FULLTIME – Exempt

**REPORTS TO:** Senior Sales Manager & President/CEO

**SUMMARY**

The primary function of this team member is to support all efforts to maintain the Horizon Convention Center’s position as the premier meeting destination in East Central Indiana though the duties of the Sales and Event Coordinator. Under the daily direction of the Senior Sales Manager, this position will be responsible for Sales and Event coordination duties for select Convention Center clients.

**ESSENTIAL DUTIES AND RESPONSIBILITES**

* Coordinate all types of events for the facility
* Meet with clients and prospects to present the facility
* Sell additional items (food, décor, equipment, AV/Entertainment) which the Center can provide
* Accurately input items into Event Pro and Social Tables software
	+ Complete client and room rental information for contract
	+ Create room diagrams/sets
	+ Input banquet/catering event orders
	+ Input AV
	+ Input Equipment
* Assist with event décor/decorating
* Prepare and disseminate event paperwork to clients and staff and meet weekly operations meeting deadline
* May be expected to attend various local trade shows to exhibit and sell assets of the facility including Bridal Shows and Muncie on the Move
* Will be expected to work some nights, weekends, and holidays as needed
* Will be required to attend internal operations and sales meeting
* Will be required to report to work as scheduled and call supervisor if arrival is 15 minutes past the scheduled time
* Will be expected to be Manager On Duty for select events
* Must be able to work with all types of clients and serve all with an open mind

**SUPERVISORY RESPONSIBLITIES**

None at this time.

**QUALIFICATIONS**

The ideal candidate will possess:

* Proven track record in sales and event coordination
* Superior written and verbal presentation skills
* Superior accuracy and attention to detail
* Ability to handle multiple projects and deadlines simultaneously
* Have a “take-charge” personality especially when managing events
* Ability to learn Event Pro booking software and Social Tables diagramming software and become proficient within first 90-days of employment
* Ability to quickly build relationships with clients and prospects to enhance sales opportunities for the Horizon Convention Center
* Leadership qualities and ability to function independently
* Ability to produce quality results with an eye for budget management
* Knowledge of fine dining including food and wine
* Understanding of the Horizon Convention Center’s role in the ongoing stabilization of downtown Muncie and its economic impact to the community
* Valid driver’s license and reliable transportation.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in this document are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

**EDUCATION AND/OR EXPERIENCE**

Bachelor’s degree or equivalent from an accredited four year school in Marketing, Business Administration, Communications or related field preferred, however, work experience in a related position may be considered a substitute for educational requirements.

**LANGUAGE SKILLS**

Candidate must possess the ability to read and interpret documents such as bid proposals, sales contracts and procedure manuals. Candidate must have the ability to write clear and accurate reports and correspondence. Candidate must possess the ability to speak effectively before customers and employees of the Convention Center.

**MATHEMATICAL SKILLS**

Candidate must possess ability to calculate invoice figures and amounts such as discounts, percentages, and event logistics/proportions, and area.

**COMPUTER SKILLS**

Proficient in the use Microsoft Office – including Word, Outlook/ e-mail programs on PC computers. Must demonstrate proficiency in use of facility booking software, Event Pro, and diagramming software, Social Tables within first 90-days of employment. Ability to develop proficiency in our website platform a plus.

**REASONING ABILITY**

Must possess ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

**PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

While performing the duties of this job, the employee is regularly required to stand for long periods of time; walk throughout facility for long periods of time; use hands to finger, handle, or feel; and talk or hear. The employee is required to reach with hands and arms and taste or smell. The employee is occasionally required to sit; climb or balance; and stoop; kneel; crouch; or crawl. The employee must frequently lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, and ability to adjust focus.

**WORK ENVIRONMENT**

Approximately 80% of the position requires office work, 20% will take place in the facility to direct the staff and meet with clients.

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_