



Position opening:

Sales Manager

Irving Convention Center

Irving, TX

POSITION: Sales Manager
DEPARTMENT: Sales
REPORTS TO: Director of Sales
FLSA STATUS: Salaried Exempt

Summary:

SMG, the leader in privately managed public assembly facilities has an excellent and immediate opening for a **Sales Manager** at the SMG Irving Convention Center. Primary responsibility is booking large, high-revenue producing events at all venues within the Irving Convention Center including, but not limited to, the following event types: private, corporate, association, non-ticketed, open to public and community-related events. Responsible for working in conjunction with other members of the sales staff to market the venues and initiate specific event-related promotions to increase revenue.

Essential Duties and Responsibilities

Include the following. Other duties may be assigned.

- Assist Sales team in accomplishing sales and marketing goals.
- Use Sales and Marketing principles to promote the facility.
- Send client pre-event information and follow-up information that affects booking.
- Quote rates and assists with formal license agreements. Prepares contracts.
- Handle pre-event correspondence and meetings until account is to be turned over to an Event Manager.
- Assist Director in developing Sales Plan to include goals.
- Carry out specific marketing plan relating to events using support of advertising, as requested by the Director.
- Following up on leads and uncovering new business.
- Demonstrate ability to close business in a timely manner.
- Maintains an active role in local hospitality community and professional associations.
- Other duties as assigned by the Director of Sales

Supervisory Responsibilities

This position has limited supervisory responsibilities for employees or interns in the Sales and Marketing Department. Carries out supervisory responsibilities in accordance with SMG's policies and applicable laws.

Qualifications

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

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to perform the essential functions.

Education and/or Experience

- Associate's degree from four-year College or University in Marketing, Journalism, Public Relations or related field preferred.
- Minimum 2 years sales related experience required.
- Facility/industry experience preferred.

Skills and Abilities

- Excellent communication, organizational and interpersonal skills required.
- Ability to effectively supervise staff.
- Ability to prioritize multiple projects.
- High aptitude for figures and advanced writing skills.
- Professional presentation, appearance and work ethic.
- Working knowledge of event operations and logistics
- Working knowledge of Food & Beverage operations and Banquet functions

Computer Skills

To perform this job successfully, an individual must have working knowledge of spreadsheet software and work processing software and be proficient in Microsoft Word, Excel and Power Point

Other Qualifications

- Ability to work under limited supervision and to interact with all levels of staff including management.
- Ability to work long and irregular hours that may vary due to functions and may include days, evenings, weekends and holidays. Some travel as needed.

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 the essential functions.

While performing the duties of this job, the employee is regularly required to move around the facility; to stand for long hours during events; talk and hear. This position may require work inside or outside of the building, as needed by events.

NOTE: The essential responsibilities of this position are described under the headings above. They may be subject to change at any time due to reasonable accommodation or

other reasons. Also, this document in no way states or implies that these are the only duties to be performed by the employee occupying this position.

TO APPLY:

This position offers a competitive salary and benefit package. **Please send a copy of your most recent resume and cover letter which includes salary requirements to:**

Brittany Cothran
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Irving Convention Center
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Irving, TX 75039
972-401-7729

SMG is an Equal Opportunity/Affirmative Action employer,
and encourages Women, Minorities, Individuals with Disabilities, and protected Veterans to
apply. VEVRAA Federal Contractor.