

POSITION POSTING

Sales Manager

The **Sales Manager** is responsible for generating event bookings and developing client relationships that maximize utilization and revenue across Kentucky Venues facilities. The position manages the full sales cycle from prospecting and proposal development through contract execution while providing exceptional customer service to clients, promoters, event organizers, and community partners. The Sales Manager collaborates with internal departments to ensure successful event planning and execution while supporting the strategic sales objectives of the Sales and Food Division

Job Type: Full-time 37.5 hours per week

Salary: \$50,000 annually ~ Commensurate with experience

Work Location: Kentucky International Convention Center

ESSENTIAL FUNCTIONS

- Develop and maintain relationships with prospective and existing clients to generate new business and maximize repeat bookings across Kentucky Venues facilities.
- Identify, solicit, and secure event opportunities by preparing proposals, conducting facility tours, responding to requests for proposals, and presenting customized venue solutions.
- Negotiate event terms, rental agreements, pricing, and service packages within established organizational policies and delegated authority.
- Manage assigned client accounts throughout the sales process, ensuring timely communication, contract execution, and coordination of event requirements.
- Collaborate with Event Management, Food and Beverage, Marketing, Operations, Public Safety, and other departments to ensure seamless planning and successful event delivery.
- Maintain accurate booking records, client correspondence, contracts, and sales activity utilizing Momentus and other organizational systems.
- Monitor market trends, customer feedback, competitive activity, and business opportunities; recommend strategies to increase bookings and revenue.
- Represent Kentucky Venues at trade shows, industry events, client meetings, and community functions to promote facilities, services, and available event opportunities.
- Prepare sales reports, revenue projections, activity summaries, and other information to support departmental planning and performance objectives.
- Deliver exceptional customer service by proactively addressing client concerns, resolving issues, and maintaining strong professional relationships throughout the event lifecycle.
- Support departmental marketing initiatives, promotional campaigns, sponsorship opportunities, and business development efforts.
- This role does hold direct supervisory authority.

PHYSICAL REQUIREMENTS AND WORKING CONDITIONS

- Work is performed in office and event facility environments.
- Exposure to indoor and outdoor environments, varying weather conditions, moderate to high noise levels, flashing or strobe lighting, livestock, allergens, exhaust fumes, moving vehicles, mechanical equipment, cleaning chemicals, and other conditions associated with event, entertainment, agricultural, and exhibition facilities.
- Frequent walking and standing are required, including traversing large facilities, stairways, ramps, elevators, escalators, parking areas, and crowded public spaces.
- Must be able to independently move, lift, carry, push, and/or pull materials weighing up to 25 pounds.
- Work schedule is based on assigned duties and may include standard Monday through Friday business hours or a varied schedule to support operational and event needs, including early mornings, evenings, late nights, weekends, holidays, and extended hours.

- Travel between Kentucky Venues facilities and other business-related locations may be required in accordance with operational needs and the responsibilities of the position.
- Must be able to perform duties with or without reasonable accommodation.

EDUCATION LEVEL, EXPERIENCE AND ABILITIES REQUIRED

- Bachelor's degree in Business Administration, Marketing, Hospitality Management, Event Management, Communications, or a related field preferred.
- Minimum of three (3) years of progressively responsible experience in venue sales, hospitality, tourism, event management, convention center operations, or a related sales environment.
- Experience negotiating contracts, developing proposals, and managing client relationships preferred.
- Strong customer service, interpersonal, negotiation, presentation, and written communication skills.
- Proficiency with Microsoft Office Suite and customer relationship management (CRM) or event management software.
- Valid driver's license required.
- Must successfully complete all pre-employment background screening requirements applicable to the position
- Must be legally authorized to work in the United States and meet all federal employment eligibility verification requirements.

POSTING CLOSES: AUGUST 16, 2026

APPLY TODAY!

Kentucky Venues employees are encouraged to apply.

Apply by scanning QR code or online at:

<https://kyvenues.com/apply-online>



Kentucky Venues is an equal opportunity employer.
