



Sales Manager

Job Type: Full-time 37.5 Hours per week
Salary: \$60,000 - \$68,900 – Commensurate with experience
Work Location: Kentucky Exposition Center, 937 Philips Lane, Louisville, KY 40209
Kentucky International Convention Center, 221 South 4th Street, Louisville KY 40202

Organizational Summary:

Kentucky Venues operates the Kentucky International Convention Center (KICC) and the Kentucky Exposition Center (KEC) to serve regional, national, and international clients while promoting the progress of the Commonwealth and advancing Kentucky's agriculture and tourism industries and economy. We produce six signature events that bring those from around the world to Kentucky. These events promote the pride and progress of the agricultural industry and affirm our agency's commitment to improving rural and urban understanding. Kentucky Venues is governed by the Kentucky State Fair Board.

Employee Benefits:

Kentucky Venues offers extremely competitive benefits for eligible employees including health, dental, vision and life insurance, paid personal and sick leave, pension and supplemental retirement, free parking, EAP, and employee discounts.

Position Summary:

The Sales Manager will schedule and book events and provide highly responsible assistance to existing clients and prospective sales. Expected to provide key client and partner communication and be responsible for selling all event space ensuring a full calendar of quality events for the facility. This position interacts and works closely with Louisville Tourism, the local hospitality community, and other key stakeholders to facilitate long term sales efforts.

Essential Functions (must be able to execute with/without reasonable accommodation):

- Assume responsibility for generating sales activities including the scheduling and booking of events; the development of sales materials, campaigns, and proposals; leading sales efforts; generating contracts and evaluating potential sponsorship opportunities within the facility.
- Prepare written proposals; evaluate potential business value of various events and clients; initiate contractual arrangements; finalize all booking arrangements; negotiate rental rates as required.
- Conduct facility tours for potential lessees; address questions and provide information regarding facility specifications and capabilities.
- Serve as a liaison to other departments, as well as external partners; establish and maintain effective working relationships and negotiate and resolve significant and controversial issues.
- Provide responsible staff assistance to the Director of Sales and prepare staff reports and other related correspondence.
- Assist in planning promotional projects, assist in coordinating focused marketing programs, develop strategies to attract new markets and clients.
- Respond to sensitive inquiries, address customer feedback with a solution-driven approach.
- Apply administrative and departmental policies and procedures
- Participate on organizational and industry committees, attend, and participate in professional meetings and conferences; stay abreast of sales and marketing trends and innovations.
- Adheres to and exemplifies Venue Values and service expectations.
- Maintains professional and approachable demeanor and addresses inquiries and concerns graciously and with a sense of urgency.
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Direct Reports:

- No Positions that directly report to position

Physical Requirements and working conditions. (must be able to execute with/without reasonable accommodation):

- Often remains stationary within a workstation, operating a computer and a multi-line phone
- Consistently communicates and interacts in-person and via voice call, video call, text, and email
- Regularly operates office devices including calculators, telephones, copy/fax machines and printers
- Regularly traverses facility space, including stairs, ramps, escalators/elevators, and heavily occupied spaces
- Consistently functions effectively in moderate/high-pressure environment, according to a stringent schedule
- Office and event facility settings with moderate/high noise levels
- Usual work hours are weekdays, but contingent upon sales calls and industry functions, work hours will include some evenings, late nights, early mornings, weekends, and holidays; occasionally works more than 40hpw
- Regularly travels locally and regionally for sales calls and industry functions
- Exposure to hot/cold/humid climates and elements including livestock, hay, dirt/dust, and exhaust fumes

Requirements for position (minimum Education Level, Years of Experience and Specialized Abilities):

An equivalent combination of education and experience may be substituted.

- Bachelor's degree from an accredited college or university in marketing, business administration, tourism, hospitality, Event Management, or related field.
- Minimum of 3 years direct sales experience
- Minimum of 2 years in event management experience
- Must be eligible to work in the United States

Desired Knowledge, Skills, and Abilities:

Preferred candidates will possess the following

Knowledge of:

- Modern and complex principles and practices of sales and marketing.
- Customer and personal service principles and processes including assessment, meeting quality standards for services and evaluation of customer satisfaction.
- Event industry best practices, inclusive of crowd management, public safety, F&B services, and AV operations.
- Federal, state, and local laws, codes, and regulations relative to events, production, and public assembly.

Skilled at:

- Working collectively as a team member as well as ability to take initiative in tasks while working alone.
- Service orientation in order to provide outstanding customer service in executing events.
- Complex problem solving and decision making in order to properly monitor events.
- Ungerboeck event management software

Ability to:

- Maintain constant attention to precise details and accuracy in communicating and implementing specified standards and directives.
- Lead and direct, motivate and foster collaboration and recognize and resolve conflicts.
- Visually comprehend event details and deduce what is missing or problematic.
- Share time between multiple events taking place within the facility at the same time.

To Apply:

Complete an application at kyvenues.com/apply and attach a letter of interest, résumé, and professional references.

Kentucky Venues is an equal opportunity employer. Kentucky Venues does not discriminate on the basis of race, color, religion, sex, national origin, sexual orientation, gender identity or expression, ancestry, age, pregnancy, or related medical condition, marital or familial status, disability, veteran status, political affiliation, or genetic information in accordance with state and federal laws.