

OCEAN CENTER SALES MANAGER

CODES/PAY RANGE

Class Code: 6036

EEO Code: B

Pay Range: 217

MAJOR FUNCTION

Responsible work in booking and coordinating trade shows, conventions, sporting events and entertainment events at the Ocean Center.

ILLUSTRATIVE DUTIES

(NOTE: These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.)

Solicits trade show/convention planners, entertainment/sporting promoters and association executives for bookings and events at the Ocean Center.

Travels to industry trade shows and other meetings promoting and selling the facility. Maintains active membership in local, state and national trade associations. Performs public relations work by giving presentations to local divisions and associations.

Cultivates and maintains professional relationship with area industry programs and bureaus. Coordinates bookings with Chamber of Commerce Convention and Tourism Bureau and assists with housing requirements and other local services.

Coordinates services of other activities and units to ensure that clients receive efficient, courteous service. Works closely with Operations, reviewing and overseeing physical set-up and operational needs of clients. Provides necessary information to divisions for leasing and billing.

Maintains accurate and up-to-date records of all event activities for future reference and tracking.

Performs related duties as required.

KNOWLEDGE, ABILITIES AND SKILLS

Knowledge of trade show, convention, sporting and entertainment market and the necessary requirements to host these events. Knowledge of philosophy and objective in booking and hosting major conventions and trade shows at the Ocean Center.

(Ocean Center Sales Manager continued)

Ability to supervise and coordinate major events in the facility. Ability to communicate effectively both orally and in writing. Ability to maintain and establish working relationships with co-workers and the business community.

MINIMUM QUALIFICATIONS

Bachelor's degree in Marketing, Business Administration, Public Administration or related field, plus two (2) years experience in the public facility industry.

A comparable amount of education, training, or experience may be substituted for the minimum qualifications.

ADA REQUIREMENTS

Physical Requirements: Sedentary work. Ability to talk, see,.

Environmental Requirements: Inside work.

Mental Requirements: Ability to read and comprehend technical and professional journals, layout schematics, legal documents. Ability to speak publicly and persuasively. Ability to perform general mathematical functions. Ability to write reports, summaries, memos, letters.

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