

SMG JOB DESCRIPTION PEORIA CIVIC CENTER

JOB TITLE:	Sales Manager
DEPARTMENT:	Sales
FSLA:	Full-Time, Salary, Exempt
REPORTS TO:	Director of Sales and Marketing

POSITION SUMMARY: The Sales Manager at the Peoria Civic Center manages the local clientele for the facility's convention center, develop a rapport with community businesses and organizations, aggressively cultivate new leads, and contract events to achieve budgeted goals of the Sales department.

MAJOR RESPONSIBILITIES:

- Book banquets, meetings, and other events to maximize utilization of facility space and increase revenues.
- Prepare estimates, proposals and venue rental contracts for new and repeat events.
- Determine clients' needs and match with facility availability understanding its impact to the facility's overall operation.
- Work closely with catering (*Savor...Peoria*), the events, audio visual and operations departments to ensure client needs are met satisfactory.
- Properly maintain electronic booking system, meeting and banquet files, secure insurance, deposits and signed agreements.
- Provide clients with booking/sales information, follow-up in a timely manner, conduct tours of the facility and close the sale.
- Prospect new event opportunities, conduct local sales blitzes and research potential clients.
- Work closely with Director to develop and execute an effective sales and marketing plan for local business.
- Consistently report to the Director of Sales & Marketing information on potential sales leads and existing client relations. Maintain an updated sales tracker on a daily basis.
- Provide excellent customer service to all Peoria Civic Center clients and guests.
- Represent the Peoria Civic Center and SMG in a professional manner. Maintain an active role in the local community, as assigned by Director, to build partnerships and prospect for new event opportunities.
- Maintain highly confidential information and be discreet.
- Other duties as assigned

MINIMUM QUALIFICATIONS:

- Bachelor's degree in Communications, Marketing or Business and/or equivalent work experience with emphasis in event sales.
- Minimum two years Sales or Event Planning experience, preferably in the convention, hospitality or related industry.
- Ideal candidate is well poised, self-motivated, confident, organized, prompt, articulate, and has a strong orientation to customer service.
- Must be computer literate, internet savvy, mathematically strong, telephone proficient, and highly organized. Proficiency in Microsoft Word and Excel is necessary.

- Must be detail orientated with advanced business writing skills, accurate spelling, proper grammar, experience with negotiating contracts, and works well under deadlines.
- Ability to stay on task with multiple distractions throughout your day.
- Ability to work irregular hours, that may include occasional evenings or weekends, to accommodate client tours and events.

WORKING CONDITIONS:

This position is not substantially exposed to adverse environmental conditions. Local, regional and possibly national travel is required.

PHYSICAL AND MENTAL REQUIREMENTS:

This job will require that you are able to walk fairly long distances, including stairs. Must be able to read, write, use a computer and telephone and interact with a variety of personality types.

<p>This description portrays in general terms the type and a level of work performed and is not intended to be all-inclusive or to represent specific duties of any one incumbent. The knowledge, skills, and abilities may be acquired through a combination of formal schooling, self-education, prior experience, or on-the-job training.</p>
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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:

Human Resource Manager
Employment@peoriaciviccenter.com
Peoria Civic Center
201 SW Jefferson Ave.
Peoria, IL 61602
Fax: (309) 680-3585

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