



Sales Manager Kentucky International Convention Center

KENTUCKY EXPOSITION CENTER

937 Phillips Ln
Louisville, KY 40209
Phone: 502.367.5000

KENTUCKY INTERNATIONAL CONVENTION CENTER

221 S Fourth St
Louisville, KY 40202
Phone: 502.595.4381

www.kyvenues.com

Salary: Commensurate with experience
Work Address: 221 S. Fourth Street, Louisville, Kentucky 40202

Governed by the Kentucky State Fair Board, Kentucky Venues' two major convention and exposition facilities – the Kentucky Exposition Center and the Kentucky International Convention Center – partner with regional, national and international clients to host world-class events. Kentucky Venues also produces signature events annually: Kentucky State Fair, World's Championship Horse Show, National Farm Machinery Show, Championship Tractor Pull, North American International Livestock Exposition, North American Championship Rodeo and All-In Hoopfest. Whether it be a trade show, convention, conference, live stage show, livestock exposition, an athletic tournament or a private event, Kentucky Venues has the event space to offer for a successful and memorable event experience.

Kentucky International Convention Center (KICC), located in the heart of downtown Louisville, is the agency's showcase venue. Nearing the end of a complete two-year renovation, KICC will re-open August 2018 to host a full calendar of major conventions, conferences, expositions and private events. The remarkable new convention center will span over two city blocks, is within steps of Louisville's major hotels, restaurants and attractions and will continue to operate its two self-owned adjacent parking garages.

Job Description:

At the direction of the Director of Sales and Marketing, this position is responsible for selling and promoting the use of the Kentucky International Convention Center through aggressive sales and marketing efforts. Additionally, the Sales Manager will work with clients on initial rates and contract terms and will convey that information to other necessary facility staff to further work effectively with the client. Based on the identified market, the Sales Manager will identify and qualify sales leads, attend trade shows, establish relationships with clients, work closely with the Greater Louisville Convention & Visitors Bureau (LCVB) and KICC event managers and other internal staff, and facilitate client tours of the facility.

Essential Functions:

- Present the assigned facility to potential clients; conduct facility tours; answer questions and provide information regarding facility services; assist clients in finalizing contractual agreements.
- Generate and secure new business utilizing both internal and external sales solicitation.
- Solicit new business through cold calling, sales blitzes, creative proposals, social media platforms and other methods deemed effective.
- Enter and efficiently maintain account information in Ungerboeck event management software.
- Work closely with local hotels and the LCVB to book business favorable to all parties.
- Participate in the preparation of lease agreements; prepare correspondence to clients.
- May participate in the development of newsletters and other marketing materials.
- Prepare various reports on operations and activities; provide assistance and staff support to the Director of Sales and Marketing.
- Negotiate new lease agreements and renewals, utilizing minimums and history to achieve maximum revenue.
- Respond to sensitive inquiries; address customer feedback with a solution-driven approach.
- Apply administrative and departmental policies and procedures.
- Provide excellent customer service assistance to internal and external clients.
- May travel locally, regionally and nationally to make sales calls as necessary.
- Attend and participate in industry events and serve on organizational committees.
- Communicate effectively, orally, in writing and interpersonally.
- Multi-task under specified time constraints; function effectively in moderate and high-pressure situations.
- Work in office and facility environments with minimal to loud noise levels.
- Operate a computer and other office devices including, but not limited to, calculators, telephones, copy/fax machines and printers; use Microsoft Office including Excel, Outlook and Word.
- Participate in business and event operations including the occasional requirement to move loads up to 25 lbs.
- Perform related duties and responsibilities as required.

Qualifications:

- Experience with modern and complex principles and practices of sales and marketing.
- Skill in preparing sales proposals, conducting client meetings and negotiating lease agreement deal points.
- Experience using Ungerboeck event management software preferred.
- Familiarity with pertinent Federal, State and local laws, codes and regulations.
- Skill in meeting high customer service standards and using industry best practices.
- Ability to identify potential problems and determine and implement corrective action.
- Ability to maintain constant attention to precise details and accuracy in communicating and implementing specified standards and directives.

Minimum Requirements:**Education:**

- Bachelor's degree from an accredited college or university with major course work in marketing, business administration or a related field.

Experience:

- At least 2 years of sales experience in a hospitality setting.
- Additional experience may count in lieu of education.

Additional Requirements:

Applicants and employees in this job title may be required to submit to a drug screening test and background check.

Application Process:

Interested applicants should email a cover letter, résumé and at least 3 professional references to:

Paul Herberg
Director of Human Resources
Kentucky Venues
paul.herberg@kyvenues.com

The subject line of the email shall state “KICC Sales Manager Vacancy”.

THE COMMONWEALTH OF KENTUCKY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, NATIONAL ORIGIN, SEX, AGE, DISABILITY, SEXUAL ORIENTATION, GENDER IDENTITY, GENETIC INFORMATION OR VETERAN STATUS. REASONABLE ACCOMODATIONS ARE PROVIDED UPON REQUEST.