



**Job Title:** National Convention Center Sales Manager (1 & 2)

**Reports To:** Director, Convention Center Sales

**Department:** Sales

**Supervises:** N/A

**FLSA Status Salaried; Exempt**

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**POSITION SUMMARY:** This position is responsible for responding to leads sent by the Sheraton Memphis Downtown and building generated leads for the MCCC in deployed markets/parameters. This position will also be responsible for bringing new business to the Renasant Convention Center.

**ESSENTIAL FUNCTIONS:** *This position description is not intended to be an exhaustive list of all duties, knowledge or abilities associated with this classification, but are intended to accurately reflect the primary job elements.*

**DUTIES AND RESPONSIBILITIES:**

1. Respond to all leads within 24 hours
2. Develop proposals in response to new sales leads in deployed markets.
3. Manage relationship between Sheraton Memphis Downtown Property Sales Staff and MCCC.
4. Develop and manage all new sales accounts in deployed markets on behalf of MCCC.
5. Maintain and service existing MCCC clients in deployed markets.
6. Conduct site inspections at the MCCC.
7. Research and target companies for solicitation in deployed markets.
8. Prepare weekly and monthly productivity reports.
9. Attend out of town tradeshow when deemed necessary



10. Participate in MCVB Familiarization Trips

11. Perform other duties as assigned

**QUALIFICATIONS:**

**Education:** Bachelor's Degree from an accredited college or university in business administration or a related field or equivalent experience required.

**Experience:** Minimum of Two (2) years of sales experience in hotel or convention center required.

***Licenses or Certificates:***

- N/A

**SUPERVISORY RESPONSIBILITIES:**

- N/A

**KNOWLEDGE, SKILLS & ABILITIES:**

- Ability to prioritize multiple projects and demonstrate problem-solving skills.
- Exceptional communication skills both verbal and written required.
- Must be proficient in windows, MS-Word, Excel, Outlook and other standard office equipment.

**PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT:**

Requires ability to work flexible hours, including nights, weekends and holidays, in addition to normal business hours.

**PHYSICAL DEMANDS:** Requires medium to heavy work involving exerting up to 50 pounds of force on a frequent basis and exceptional dexterity and skill in operating machinery, tools, or office equipment.



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**UNAVOIDABLE HAZARDS:** The position is exposed to extreme heat/cold, wet or humid conditions, bright/dim lights, dust or pollen, intense noise levels, vibration, fumes or noxious odors, moving mechanical parts, electrical shock, heights, traffic, toxic or caustic chemicals.

**SENSORY (ADA) REQUIREMENTS:** The position requires normal visual acuity and field of vision, hearing and speaking abilities, color perception, depth perception.

Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

*MMG is an Equal Opportunity/ Affirmative Action Employer, we will consider applicants for all positions without regard to race, color, religion, national origin or ancestry, sex, age (40+), disability, veteran status, or any other legally protected status under local, state, or federal law.*