



Job Title: Convention Center Sales Manager
Reports To: Director, Convention Center Sales
Department: Sales
Supervises: N/A
FLSA Status Salaried; Exempt

POSITION SUMMARY: This position is responsible for responding to leads sent by various hospitality partners (hotels, Chamber, Memphis Tourism, etc.) and internal generated leads for the RCC in deployed markets/parameters and for bringing new business to the Renasant Convention Center. Market segments for this position include, but are not limited to all local, non-room night producing events at the RCC.

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. Promotes Convention Center to all potential clients.
2. Conduct site inspections at the RCC.
3. Answer questions and provide information regarding facility services, policies and procedures.
4. Respond to all leads within 24 hours.
5. Develop proposals in response to leads in deployed markets.
6. Manage relationship with catering sales at Sheraton Memphis Downtown.
7. Meet all specified goals.
8. Develop and manage new sales accounts in deployed markets.
9. Maintain and service existing RCC clients in deployed markets.
10. Research and target companies for solicitation in deployed markets.



11. Prepare weekly and monthly productivity reports.
12. Enter and maintain complete and accurate information into booking system(s).
13. Communicate clearly and concisely, both orally and in writing.
14. 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 preferred.

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.

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.