



Opening Date: 5/1/2018  
Closing Date: Open Until Filled

## **Vacancy Announcement #38-18 Sales and Booking Manager (E.S.A.)**

**SALARY: NEGOTIABLE**

**DC Residents Preferred**

### **EVENTS DC**

#### **Engage, Excite, Entertain.**

Events DC is the face of conventions, sports, entertainment and cultural events within our nation's capital. As the official convention and sports authority for the District of Columbia, Events DC leverages the beauty, history and diversity of the most powerful city in the world to attract and promote an extensive variety of events, resulting in amazing experiences for residents and visitors alike, and generating economic and community benefits for the city.

Our success comes by focusing on divisions that reflect three lines of business: Conventions and Meetings, Sports and Entertainment, and Special Events, where we make a range of strategic investments in the region's marquee sports, entertainment and cultural properties. Each division is driven by the desire to bring stellar events to Washington, DC by providing superior customer service to our clients and visitors.

### **SUMMARY DESCRIPTION**

The Sales and Booking Manager is a responsible, professional position that requires a person with sales and venue booking experience who is highly assertive, creative, motivated, organized, detail-oriented, and able to accomplish a broad range of tasks with limited supervision. The primary objective is to assist the Director, Venue Operations identify, solicit, and book sporting, entertainment and other events for properties managed by the Sports Entertainment and Special Events Division (SESED) at Entertainment and Sports Arena (E.S.A.) Director, Venue Operations.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or logical assignment.

### **EXAMPLES OF WORK ASSIGNED**

- Respond to all written and telephone space requests that are transmitted via telephone, facsimile, and Internet for groups interested in holding events at the ESA properties, including RFK Stadium and the DC Armory Campus.
- Working with the Director, Venue Operations in order to prospect and develop new business opportunities.
- Attend booking meetings to review tentative business.
- Use Events DC's e-Book system to effectively manage sales/bookings.
- Conduct site visits for prospective customers.
- Provide monthly sales/booking and activity reports to the Director, Venue Operations.
- Work with Director, Venue Operations and Deputy General Counsel to assure that customer bookings and contract needs are responded to and met on a consistent and timely basis.

- Assist with research and special department projects as assigned by the Director, Venue Operations/or SVP and Managing Director of SESED.

### **SKILLS, KNOWLEDGE AND ABILITIES**

- Excellent analytical skills.
- Detail oriented and highly organized.
- Basic understanding of contracts.
- Proficiency with Microsoft Office Suite.
- Ability to express ideas and convey information effectively, both orally and in writing.
- Ability to make sound decisions with minimal supervision.
- Ability to perform sales research regarding sporting and entertainment events/hospitality related topics.
- Ability to work extended hours under varying work schedules and frequently meet rigid deadlines with little lead time.
- Ability to work a flexible schedule, including days, evenings, nights, weekends and holidays.

### **CORE COMPETENCIES (FUNCTIONAL MANAGER STAFF)**

- Financial Awareness
- Strategic Thinking
- Project Management
- Operational Effectiveness
- Job Knowledge and Technical Expertise

### **ADA REQUIREMENTS**

- Ability to read and write memoranda, letters, forms, instructions, directions, and other written materials.
- Ability to converse orally and to utilize standard telephones, blackberries, and two-way radios to receive and communication information to staff and customers.

### **MINIMUM QUALIFICATIONS**

- Bachelor's degree in Sales, Marketing, Business Administration or closely related field; and/or
- Three (3) years' experience in sales, venue booking and/or event management/ preferably in the sporting, entertainment, convention or exposition industry.

### **REQUIREMENT**

- All positions require candidates to successfully complete our background screening process.

**In an effort to protect our environment from paper waste all candidates must apply on-line on our website:**

**<http://careers.wcsa.com/employment/application.aspx>**

Computers are available in the Labor and Contractor Office (Access Control) at 1116 7th Street NW  
Monday – Tuesday and Friday – 7:00 a.m. – 11a.m.  
Wednesday and Thursday – 8:30 a.m. – 3:00 p.m.

**Washington Convention & Sports Authority T/A Events DC  
Human Resources Department  
801 Mount Vernon Place, NW  
Washington, DC 20001**

**All candidates will be considered without regard to race, color, religion, sex, age, national origin, marital status, disability or sexual orientation.**