



Opening Date: 12/9/19  
Closing Date: Open Until Filled

## **Vacancy Announcement #64-19 Senior Manager, Sports & Entertainment Booking**

**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 Senior Manager, Sports and Entertainment Booking is a position that requires considerable contract negotiation and booking experience, ideally at a multipurpose venue. The ideal candidate should be professional, highly assertive, creative, motivated, organized, detail oriented, and can accomplish a broad range of tasks with limited supervision. The primary objective is to identify, solicit or peruse incoming leads and secure programming for RFK and the St Elizabeth Campuses which will offer maximum revenue and positive economic impact on the surrounding community. The incumbent is expected to be familiar with Event DC's venues, amenities available to customers, concepts of event booking, venue calendar maintenance, venue management policies and procedures.

Work within this position will be performed under the direct supervision of the Director, Sports and Entertainment Booking.

### **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**

- Responsibilities include the successful supervision and execution of the event booking program process to ensure maximum efficiency and accountability in order to maximize space at the RFK and Saint Elizabeth Campuses

- Produce detailed proposals and presentations for the CEO and Board, lead the initiative to prepare and submit potential bids for large scale events.
- Lead the RFP process, negotiate with and manage service partners which include both internal and external partners.
- Arranges for and conducts facility tours and site inspections for potential and/or confirmed clients.
- Maintain an effective and productive working relationship with Events DC operations departments to include: facilities, meeting services, housekeeping, catering, technology services, and telecommunications.
- Prepare correspondence for requests for space inquires as required via telephone, e-mail and/or in-person.
- Thorough knowledge of the venue rental contract process and offer development and submission to agents for talent; works with Senior Contracts Administrator in the timely execution of documents.
- Working knowledge of calendar maintenance software such as Ungerboeck or Event Booking.
- Exercises sound independent judgment under the direction of the Director, Sports and Entertainment Booking.
- Represents Events DC at tradeshows/meetings under the supervision of the Director, Sports and Entertainment Booking.
- Assists the Director, Sports and Entertainment (SED) and the SVP/General Manager with special projects as required.
- Carries out managerial responsibilities in accordance with Events DC policies and applicable laws and regulations.
- Performs other client/customer-related special tasks and duties as assigned.

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

- Proven ability to develop booking and programming tools.
- Possesses excellent analytical skills.
- Detail-oriented and highly organized.
- Proficiency with Microsoft Office Suite.
- Ability to express ideas and convey information effectively, both orally and in writing
- Ability to make decisions with minimal supervision and sound judgment unilaterally
- Ability to perform sales and market research in the live entertainment and athletic event field.
- Demonstrated success in organizing and planning events
- Ability to work within assigned priorities and Events DC regulations, policies and procedures
- Problem-solves, resolves issues, communicate with tact, and work with grace under pressure.
- Ability to work extended hours under varying work schedules and meet rigid deadlines with little lead time
- Ability to work a flexible schedule, including days, evenings, nights, weekends and holidays.

### **ADA ESSENTIAL FUNCTIONS**

- Ability to read instructions, directions, letters, memos and other written materials.
- Ability to converse orally and utilize standard telephones and two-way radios to receive and communicate information with staff and clients.

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

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

### **MINIMUM QUALIFICATIONS**

- Five (5) years' experience in booking and contract negotiate, preferably in a large arena setting or multi venue campus.
- Bachelor's degree in Sales, Marketing, Business Administration or a closely related field.

## 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.**