



Opening Date: 7/9/19
Closing Date: Open Until Filled

Vacancy Announcement #64-19 Senior Manager, Sports and 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 responsible, professional position that requires a person with considerable sales experience who is highly assertive, creative, motivated, organized and detail-oriented, and can accomplish a broad range of tasks with limited supervision. The primary objective is to identify, solicit, and book groups for RFK Stadium and the DC Armory Campus which will offer maximum revenue, working under the supervision of the Director, Sales and Sponsorship.

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 local event booking sales program process to ensure maximum efficiency and accountability in order to maximize space at the RFK Stadium and the Entertainment Sports Arena.
- Produce detailed proposals for events to include policies and procedures, timelines, suppliers, legal obligations, staffing and budgets.
- Negotiate with and manage service partners to include both internal and external caterers, florists, photographers, and AV production companies.
- Arranges for and conducts facility tours and site inspections for potential and/or booked customers.

- Maintains an effective and productive working relation with Events DC operations departments to include: facilities, meeting services, housekeeping, catering, technology services, and telecommunications.
- Prepares written proposals and additional correspondence as required via telephone, e-mail and/or in-person inquires associated with requests for space.
- Implements a sales plan of action including in-house calls, booking appointments, outside sales and solicitation efforts, guided site inspections and researched sales leads as necessary.
- Thorough knowledge of the contracting process at Events DC and works with Senior Contracts Administrator in the timely execution of documents.
- Working knowledge of the social media networks such as Facebook, Twitter and LinkedIn.
- Exercises sound independent judgment under the direction of the Director of Sales.
- Represents the Center at tradeshow/meetings as salesperson, under the supervision of the Director of Sales.
- Assists the Director of Sales 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 customer-related special tasks and duties as assigned.

SKILLS, KNOWLEDGE AND ABILITIES

- Skills required to develop sales/marketing 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 research regarding convention/hospitality-related topics
- Demonstrated success in organizing and planning events requiring attention to multiple details
- Ability to work within assigned priorities and Center's rules, 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 frequently 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
- Strategic Thinking
- Project Management
- Operational Effectiveness
- Job Knowledge and Technical Expertise

MINIMUM QUALIFICATIONS

- Bachelor's degree in Sales, Marketing, Business Administration or a closely related field; or equivalent experience.
- Five (5) years' experience in sales, preferably in convention, exposition or hotel 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.