

MSP Group Sales Coordinator



INCUMBANT: Vacant
REPORTS TO: MSP General Manager
LOCATION: Bowling Green, KY
STATUS: Full-time, Hourly
DATE: June 1, 2019

TO APPLY: Please email a cover letter and résumé to Mandi@corvettemuseum.org.

DESCRIPTION

The Group Sales Coordinator will prospect, sale and execute group events at the National Corvette Museum Motorsports Park. Group events are categorized but not limited to the following: Corporate, Social, Fundraising, Parties, Car Clubs and Community.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Develop sales strategies, procedures, and processes to increase group event revenue.
- Execute the sales process, including but not limited to the creation of all sales materials, budgets, scheduling and internal and external sales events.
- Work cross-functionally with the Track Operations Manager, Office Manager, Accounting, and Marketing teams.
- Establish and communicate clear sales revenue and goals with appropriate staff members.
- Assist in the execution of the overall event experience.
- Follow up with clients and staff members regarding event feedback.
- Manage day-to-day office needs including generating contracts, invoicing and expense tracking.
- Responsibilities are not all inclusive, additional duties may be assigned.

EDUCATION/EXPERIENCE

- Bachelor's Degree in a related area of study such as: business, marketing, communication, sales, sports management, etc.
- Minimum 3 years of sales experience (sports or entertainment industry preferred).

QUALIFICATIONS

- Excellent interpersonal, verbal, and written communication skills' ability to communicate effectively and timely.
- Able to work independently and within a team.
- Preferred – understanding of CRM lead management systems and data capturing systems
- Ability to work flexible hours including evenings, weekends and some holidays.
- Proficient with Excel, Microsoft, Word and Google Docs.

- Ability to complete multiple tasks and high volume of work on deadline.
- Ability to follow through on assigned tasks with limited supervision.
- Excellent time management and organizational skills.
- Willing to travel as needed.
- Valid state driver's license required.

ESSENTIAL PHYSICAL REQUIREMENTS

- Ability to sit at a desk for one or more hours at a time.
- Ability to lift and carry up to 25lbs.
- Ability to work indoors and outdoors in various weather conditions and temperatures.
- Ability to stand and walk for extended periods of time.
- Must have sufficient mobility to move around the Motorsports Park, community, and region.