MSP Sales Coordinator

INCUMBENT: Vacant
REPORTS TO: MSP Marketing & Sales Manager
LOCATION: Bowling Green, KY
STATUS: Full-time
DATE: Open Until Filled

TO APPLY: Please submit a cover letter, resume, and three professional references to HR@corvettemuseum.org.

DESCRIPTION

The MSP Sales Coordinator will prospect & sell group sales & execute group events at the NCM Motorsports Park. Group events are categorized but not limited to the following: corporate, social, fundraising, parties, car clubs, and community. This role also supports and sells Driving Club memberships and long-term garage rentals at the NCM Motorsports Park.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Develop sales strategies, procedures, and processes to increase sales revenue by channel.
- 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, 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 members, 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 with 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.