



Sales & Event Coordinator



1 Convention Center Plaza, Pine Bluff, AR 71603 | Salary | Full Time

Job Summary:

The main purpose of the Sales & Event Coordinator is to market the city of Pine Bluff and the Pine Bluff Convention Center as a destination for meetings, conferences, conventions, sporting and social events to increase Convention Center bookings.

Specific Job Duties and Responsibilities:

- Identify and actively solicit new business for the Pine Bluff Convention Center.
- Document all sales calls as potential new business.
- Implement and create approved sales strategies.
- Working as the direct Liaison with the City of Pine Bluff Mayor's office on community outreach events.
- Develop and compile information to complete clients' contracts.
- Ensure all scheduled events, rental information is keyed into Concentrix (booking program).
- Assist with maintaining the Convention Center marquee, website and all social media platforms.
- Coordinator for the Arkansas Entertainers Hall of Fame Museum to include museum tours, updating websites, coordination of Induction Ceremony, etc.
- Ensure that all events are paid for as scheduled per the contract.
- Meet with all potential clients to review the rental space and ensure we can meet their needs.
- The ability to communicate with a diverse client base.
- The ability to work with community members to develop a strong partnership to serve our clients.
- Organize and maintain the Convention Center Calander for confirmed events.
- Perform other duties as assigned by the supervisor.



Minimum Experience, Skills or Education Required:

- College bachelor's degree required in Marketing, Communication or related field.
- Hospitality experience preferred, but not mandatory.
- Excellent oral and written communication skills.
- Established computer skills (Microsoft Word and Excel).
- This position requires a strong knowledge of the Pine Bluff community.
- Understand principles related to event coordination and sales at the Pine Bluff Convention Center
- Excellent time management and organizational skills.
- Excellent attention to detail and event coordinator skills.
- Ability to work independently of others.
- Ability to prioritize and multi-task.
- Self-starter who desires to show ownership and commitment to the role.

Deadline

The position will remain open until filled.

To Apply for This Position:

Download the Pine Bluff Convention Center Application from the Employment Opportunities page. If you are on a desktop browser, you can select the Add Text button on the top left of the window and add your information in its respective sections. When finished, select Save at the top right and Save to your computer. You can either utilize the Apply Here! Section at the bottom of the Employment Opportunities page or email to applications@pinebluff.com. You can also print the application, fill it out, and bring it by the offices Monday – Friday 8 AM – 5 PM.