



SALES & EVENT COORDINATOR

JOB DESCRIPTION

JOB TITLE: Sales & Event Coordinator

EFFECTIVE DATE: May 15, 2025

REPORTS TO: Executive Director, Pine Bluff Convention Center

PURPOSE OF THE POSITION:

The main purpose of this position is to market the city of Pine Bluff and the Pine Bluff Convention Center as a destination for meetings, conferences, conventions, sporting events, and social events, with the goal of increasing Convention Center bookings.

STATUS:

1. Full-time (40 hours per week), Monday-Friday, 8:00 a.m.-5:00 p.m., with 1 hour for lunch
 2. Occasional after-hours necessary for special events (evenings and/or weekends)
 3. Salaried position
 4. Employee benefits
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ESSENTIAL FUNCTIONS OF THE POSITION:

SKILLS NECESSARY:

1. Excellent time management and organizational skills.
 2. Excellent attention to detail and event coordinator skills.
 3. Ability to work independently of others.
 4. Ability to prioritize and multi-task.
 5. Self-starter who desires to show ownership and commitment to the role.
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JOB REQUIREMENTS:

1. College bachelor's degree required in Marketing, Communication or related field.
 2. Hospitality experience preferred, but not mandatory.
 3. Excellent oral and written communication skills.
 4. Established computer skills (Microsoft Word and Excel).
 5. This position requires a strong knowledge of the Pine Bluff community.
 6. Understand principles related to event coordination and sales at the Pine Bluff Convention Center
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The Executive Director of the Pine Bluff Convention Center reserves the right to modify this job description at any time, with or without notice.