



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.