



Sales Coordinator Kentucky International Convention Center

KENTUCKY EXPOSITION CENTER

937 Phillips Ln
Louisville, KY 40209
Phone: 502.367.5000

KENTUCKY INTERNATIONAL CONVENTION CENTER

221 S Fourth St
Louisville, KY 40202
Phone: 502.595.4381

www.kyvenues.com

Salary: Commensurate with experience
Work Address: 221 S. Fourth Street, Louisville, Kentucky 40202

Governed by the Kentucky State Fair Board, Kentucky Venues' two major convention and exposition facilities – the Kentucky Exposition Center and the Kentucky International Convention Center – partner with regional, national and international clients to host world-class events. Kentucky Venues also produces signature events annually: Kentucky State Fair, World's Championship Horse Show, National Farm Machinery Show, Championship Tractor Pull, North American International Livestock Exposition, North American Championship Rodeo and All-In Hoopfest. Whether it be a trade show, convention, conference, live stage show, livestock exposition, an athletic tournament or a private event, Kentucky Venues has the event space to offer for a successful and memorable event experience.

Kentucky International Convention Center (KICC), located in the heart of downtown Louisville, is the agency's showcase venue. Nearing the end of a complete two-year renovation, KICC will reopen August 2018 to host a full calendar of major conventions, conferences, expos and private events. The remarkable new convention center will span over two city blocks, is within steps of Louisville's major hotels, restaurants and attractions and will continue to operate its two self-owned adjacent parking garages.

Position Description:

This is a non-merit, non-exempt position that will serve the Kentucky International Convention Center to perform administrative duties to support the Sales team in generating revenue and attaining commitments from and maintaining positive relationships with clients. The Sales Coordinator will report to the Director of Sales and Marketing and directly interact with Sales Managers, Event Managers and the Executive team and will collaborate on projects to accomplish delivering a quality event experience to all clients and guests.

Essential Functions:

- Execute daily departmental operative and administrative tasks, inclusive of generating contracts, collecting deposits, adjusting meeting space using event management software, managing departmental files, and completing relative projects as assigned.
- Receive incoming calls and emails and address accordingly, including providing venue statistics and pricing, scheduling site tours, and gaining commitment for short-term bookings.
- Conduct walk-in site tours and assist Sales Managers with more complex, large-scale site tours.
- Create proposals and prepare written negotiations and letters of agreement.
- Provide exemplary customer service assistance, internally and externally.
- Effectively type and operate a computer and other office devices including calculators, telephones, copy and fax machines and printers; effectively use Microsoft Office including Excel, Outlook and Word.
- Effectively use Ungerboeck event management software and other required software for organizational operation.
- Serve as a back-up to the Administrative Office Receptionist when necessary (i.e. lunch coverage and for other similar instances).
- Perform relative duties and manage other responsibilities as assigned.

Physical Demands:

Able to perform the following with or without reasonable accommodations:

- Participate in business, facility and event operations including moving loads of up to 25 lbs.

Work Environment and Hours of Work:

- Function and work effectively within stressful situations and environments, particularly that of an event-based nature.
- Function and work effectively in an office setting with minimal to moderate noise levels as well as facility areas with moderate to loud noise levels where event functions and facility maintenance are taking place.
- Contingent on facility and event requisites, work a varied schedule:
 - Mainly consisting of typical weekday hours.
 - Likely to include some evenings, late nights, early mornings, weekends and holidays.
 - Sometimes work more than a 40-hour workweek.
 - Local and regional travel is possible.

Knowledge, Skills and Abilities:

- Skilled at using Microsoft Office.
- Preferred to be skilled at using Ungerboeck event management software.
- Ability to communicate effectively in the English language, orally and in writing.
- Ability to prioritize and manage multiple responsibilities.
- Ability to apply exemplary customer service skills.
- Ability to work independently and as part of a team.
- Ability to identify challenges and opportunities, propose and analyze alternative solutions and determine and implement effective solutions.
- Detail-oriented, having strong organizational skills.
- Has a professional, relatable demeanor.
- Exudes enthusiasm and demonstrates responsiveness and empathy in performance.

Education and Experience:

- High school diploma earned or equivalent required.
- Bachelor's degree from an accredited college or university with major course work in business administration, event management or a relative field is preferred.
- At least two years of administrative experience working for a major event, entertainment or public

facility.

Additional Requirements:

Applicants and employees in this job title may be required to submit to a drug screening test and background check.

Application Process:

Interested applicants should email a cover letter, résumé and at least three professional references to:

Paul Herberg

Director of Human Resources

Kentucky Venues

paul.herberg@kyvenues.com

The subject line of the email shall state "KICC Sales Coordinator".

THE COMMONWEALTH OF KENTUCKY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, NATIONAL ORIGIN, SEX, SEXUAL ORIENTATIN OR GENDER IDENTITY, ANCESTRY, AGE, DISABILITY, POLITICAL AFFILIATION, GENETIC INFORMATION OR VETERAN STATUS IN ACCORDANCE WITH STATE AND FEDERAL LAWS. REASONABLE ACCOMODATIONS ARE PROVIDED UPON REQUEST.