



VENUE BOOKING & EVENT MANAGER

SUMMARY DESCRIPTION

The Venue Booking & Event Manager is a responsible, professional position that requires a person with venue booking experience or event management/sales experience who is highly assertive, creative, motivated, organized, detail-oriented, and able to accomplish a broad range of tasks with limited supervision simultaneously. The primary objective is to identify, solicit, and book sporting, entertainment and other live events for the Nashville Superspeedway. The incumbent will work under the supervision of the Director, Event Operations.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific duties does not exclude them from the position if the work is similar, related or logical assignment.

EXAMPLES OF WORK ASSIGNED

- Responding to all written, telephonic and electronic booking inquiries and requests from individuals and groups interested in booking events at Nashville Superspeedway.
- Prospecting and developing new business opportunities for event activity.
- Attending booking meetings to review tentative business.
- Conducting site visits for prospective customers.
- Regularly provide booking and activity reports to the Director, Event Operations.

- Working with the Director, Event Operations and Business Administration team to assure that customer bookings and contract needs are responded to and met on a consistent and timely basis.
- Working closely with Facilities team and Marketing & Communications team to ensure that our venue and locations on our property are suited for specific events/activities as part of the sales process and that customers are transitioned seamlessly from the sales and booking process to the event management process.
- Assisting with research and special projects as assigned by the Director, Event Operations and/or President of Nashville Superspeedway.
- Developing policies and practices and identifying systems to effectively manage sales/bookings activity.
- Aggressively and strategically seeking opportunities to secure, curate and/or co-promote revenue generating events/activities for the Nashville Superspeedway.

SKILLS, KNOWLEDGE AND ABILITIES

- Excellent analytical and project management skills.
- Detail oriented, highly organized, problem solver.
- Proficiency with Microsoft Office Suite.
- Effective communicator, especially of ideas and concepts, both orally and in writing.
- Ability to consistently use good judgment, employ creativity and make sound decisions with minimal supervision.
- Ability to remain level-headed and perform under pressure.
- Proficiency in performing research and identifying current trends regarding sports and entertainment events and hospitality related topics.
- Ability to work extended hours under varying work schedules while frequently meeting rigid deadlines with little lead time.
- Ability to work a flexible schedule, including days, evenings, nights, weekends and holidays.

ADA REQUIREMENTS

- Ability to read and write memoranda, letters, forms, instructions, directions, and other written materials.
- Ability to converse orally and to utilize standard telephones, and two-way radios to receive and communication information to staff and customers.

MINIMUM QUALIFICATIONS

- Bachelor's degree in Sales, Marketing, Event Management or closely related field; and/or
- Three (3) years' experience in venue booking and/or event management/sales or sponsor activation, preferably in the sports, entertainment, field or experiential marketing, convention or exposition industry.