

Nashville Superspeedway

JOB TITLE: Manager – Group Sales
DIVISION: Sales and Marketing
PAY STATUS: Exempt
NO. OF POSITIONS: 1
DATE: February 2018; Revised February 2019

MAJOR FOCUS:

Generate new/increased group sales revenue opportunities through: effective leadership, implementation of best sales practices, development of group sales strategies, group sales training, inventory maximization and results tracking.

ESSENTIAL FUNCTIONS:

- Meet and exceed annual Group Ticket Sales goals
- Initiate planning, development, and execution of group ticket programs
- Develop and implement annual Group Ticket Sales plan and track results
- Responsible for developing employees on Group Ticket Sales Staff and individual goal attainment
- Craft and execute follow-up plans, proposals and closing strategies with each Business Development Representative
- Collaborate with Director of Ticket Sales & Operations to develop and implement annual Group Ticket Sales training program
- Create and foster a positive sales culture within sales team, as well as the entire sales department
- Responsible for inventory management including group sales forecasting on a weekly basis
- Active involvement in recruitment and retention of Business Development staff
- Ensure that departmental policies and procedures are communicated effectively and adhered to by all staff.
- Responsible for the supervision and evaluation of group sales staff, including completion and timely submission of annual employee evaluations to.
- Work with department supervisors to develop incentive plans and timelines.
- Interview, select, hire and retain superior employees
- Coach and counsel subordinate employees
- Conduct training with subordinates, both formally and informally
- Issue discipline and terminate employees as appropriate
- Reward and recognize superior performers
- Oversee and ensure that employees work safely and follow all safety rules
- Exercises considerable judgement in determining priorities, managing projects and assignments, delegating work, and overall accomplishment of goals and tasks.
- Manages departmental budget, maximizing revenue and controlling expenses as appropriate
- Manages payroll and labor costs
- Maintains relevant records and oversees the maintenance of records as appropriate for the department
- Develops and implements strategic goals, objectives and business plans for the department
- Ensures compliance with relevant laws and regulations as well as company policies and procedures
- Maintains up-to-date knowledge of industry and competition
- Ensures effective communication within the department and company
- Establishes and implements customer service standards
- Holds subordinates accountable for established performance expectations
- Motivates and develops staff; provides advice and guidance as appropriate

ADDITIONAL FUNCTIONS:

- Additional responsibilities as assigned by the Director of Ticket Sales and Operations

- Other duties as assigned.

REQUIREMENTS/EDUCATION:

- Bachelor's degree in Sport Management or relevant field or equivalent work experience
- Minimum of 5 years of sales experience and/or related internship in the sports industry required.
- Must be proficient with Microsoft Office software.
- Must possess superior customer service and leadership skills
- Must possess superior written and oral communication skills
- Must be able to solve problems and deal with a variety of situations.
- Must present an overall professional appearance.
- Must be able to work weekends, holidays and nights as scheduled,
- Must be able to work long hours particularly during race and Firefly events.
- Must be able to successfully pass a background check.
- Must be able to express ideas and make recommendations regarding departmental practices.
- Must be able to remain flexible in all situations.
- Must be able to maintain a professional and positive attitude while interacting with both internal and external customers.
- Must be able to speak, read and write English.

ORGANIZATIONAL RELATIONSHIPS:

Accountable to: Director of Ticket Sales and Operations
Accountable for: Business Development Representatives

APPLY NOW

[CLICK HERE](#) to apply for this position.

The above description denotes some of the specific characteristics which are necessary to perform the principal functions of the job and are not intended to be a description of all work requirements that may be inherent in the position.

Nashville Superspeedway, Inc. is an equal opportunity employer.

ADDENDUM TO JOB DESCRIPTION

These are physical and mental requirements of the position as it is typically performed. Inability to meet one or more of these physical or mental requirements will not automatically disqualify a candidate or employee from the position. Upon request for a reasonable accommodation, the Company will review for reasonableness, depending on the requirement, the essential functions to which it relates, and the proposed accommodation.

PHYSICAL REQUIREMENTS

<input checked="" type="checkbox"/>	Seeing		Pull (pounds)		Bend
	Color Perception		Climb, Ascend/Descend (Stairs, Ladders)		Stoop /Kneel /Crouch
<input checked="" type="checkbox"/>	Hearing / Listening		Lift (pounds)		Taste
<input checked="" type="checkbox"/>	Clear Speech / Talking		Carry (pounds)		Smell
	Touching		Drive (local / long distance)		Repetitive Motion
	Dexterity /Hand		Walk for Extended Periods		Run
	Dexterity /Fingers	<input checked="" type="checkbox"/>	Stand for Extended Periods		Reach (Above Shoulder)
	Push (pounds)	<input checked="" type="checkbox"/>	Sit for Extended Periods		Other:

MENTAL / REASONING REQUIREMENTS

	Reading – Simple		Writing – Simple		Advanced Math Skills
<input checked="" type="checkbox"/>	Reading – Complex	<input checked="" type="checkbox"/>	Writing – Complex	<input checked="" type="checkbox"/>	Analysis / Comprehension
<input checked="" type="checkbox"/>	Clerical	<input checked="" type="checkbox"/>	Basic Math Skills	<input checked="" type="checkbox"/>	Judgment / Decision Making

WORK ENVIRONMENT

	Shift Work		Outside		Pressurized Equipment
<input checked="" type="checkbox"/>	Works Alone		Extreme Heat		Moving Objects
<input checked="" type="checkbox"/>	Works with Others		Extreme Cold		High Places
<input checked="" type="checkbox"/>	Verbal Contact with Others		Extreme Noise		Fumes / Odors
<input checked="" type="checkbox"/>	Face-to-Face Contact		Mechanical Equipment		Hazardous Materials
<input checked="" type="checkbox"/>	Inside		Electrical Equipment		Dirt / Dust

DISCLAIMER

The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and/or skills required of all personnel so classified.

NOTES

