



Position: Director of Sales
Entity: Global Spectrum
Location: University of Phoenix Stadium

QUALIFICATIONS:

- Bachelors Degree from an accredited college or university with major course work in sales, marketing or other related field
- Minimum 5 years of increasingly responsible experience in sales and/or marketing, preferably with an exhibition/convention center or sports facility
- Experience in booking trade and consumer shows, corporate events and special occasions
- Strong management, sales, motivational and organizational skills

KNOWLEDGE AND EXPERIENCE IN:

- Sales and closing techniques
- Contract negotiations
- Local and regional contacts in the trade/consumer show, corporate, meeting planners, tourism and hospitality related industries
- Microsoft office applications and word processing, spreadsheets, database, presentation, internet software and basic graphic design
- Work a flexible schedule including early mornings, days, evenings, weekends, holidays, extended (long) work days and extended number of days necessary to meet sales goals

JOB RESPONSIBILITIES:

- Direct and participate in all efforts to sell the facility for events, primarily in the areas of trade/consumer shows, corporate events, special occasions, and others.
- Direct and participate in the development and implementation of goals, objectives, policies, and priorities of all sales programs and activities
- Develop yearly sales and marketing plan for the facility that includes advertising, tradeshow participation, industry association memberships, etc. and work with Director of Marketing & PR to implement
- Develop, maintain and coordinate facility rental efforts – prepare written proposals; reevaluate potential rental of sales inventory; initiate contractual arrangement; prepare contracts; negotiate terms as required
- Oversee event tracking procedure – contracts, deposits, insurance certificates
- Serve as liaison from sales to all other departments – including booking events in event management software, sending out event alerts and updated event calendars
- Work closely with Centerplate catering to co-bid on food/beverage-related business
- Plan, organize, and coordinate sales presentation efforts and collateral for the facility
- Prepare clear and concise facility rental & sponsorship inventory reports
- Develop and implement revenue and expense budget for sales department
- Attend appropriate sales and industry related functions
- Prepare and present staff reports and other related correspondence
- Act as event coordinator or manager on duty for selected facility events and functions

- Analyze challenges, identify alternative solutions, project consequences of proposed actions; present recommendations to management; implement approved recommendations in support of organizational objectives
- Present weekly activity, event, and sales status report to management
- Work together with Director of Marketing & PR to oversee Sales & Marketing Coordinator
- Work with sales team members in other Global Spectrum buildings to refer business, participate in monthly conference calls, etc.
- Perform other duties as assigned

To be considered, please send your letter of application, resume and salary requirements to:
Anna Hernandez, Human Resources Manager
University of Phoenix Stadium
1 Cardinals Drive
Glendale, AZ 85305
Fax: (623) 433-7197
Email: ahernandez@universityofphoenixstadium.com

Deadline for submitting: October 21, 2009