



**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

Venue Sales Account Associate

Salary: \$60,000-\$65,000 annual
Work Schedule: 37.5 hour workweek, overtime as required
Work Address: Kentucky International Convention Center
221 Fourth Street, Louisville, Kentucky 40201

Under the Kentucky Venues brand, two major convention and exposition facilities—the Kentucky Exposition Center and the Kentucky International Convention Center — serve regional, national and international clients. Governed by the Kentucky State Fair Board, Kentucky Venues also produces signature events: the 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. From agriculture to technology, autos to entertainment, and athletics to livestock, Kentucky Venues has the facility, capacity and services to make each event a success.

Job Description:

The Sales Account Associate is the key staff member responsible for meeting with event managers to secure contracted events and organize productive top-tier shows and events at the Kentucky International Convention Center. The Sales Account Associate will identify and qualify sales leads, attend trade shows, establish relationships with clients, work closely with the Louisville Convention and Visitors Bureau and Kentucky Venues staff, and arrange client tours of the facility and surrounding amenities.

Work schedule can include nights, weekends and holidays as event schedules require. Benefits include health insurance, life insurance, paid leave, and state employee pension.

Essential duties:

- Schedule and conduct meetings with new and existing clients
- Negotiate contracts within the abilities of the agency
- Maintain accurate contract records
- Immediate response to client requests using phone and e-mail communications, provide information on location and amenities
- Perform site visit walkthroughs to familiarize clients with the venue



Requirements:

- Highly motivated, resourceful and goal-oriented individual
- Excellent verbal and written communication skills
- Excellent interpersonal skills to build and maintain relationships
- Proficient in Microsoft Office and comfortable adapting to web-based applications and software
- Professional appearance and manner
- Minimum two years in event management or venue sales
- Minimum three years of direct sales experience

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

Contact Information:

Interested applicants should send a cover letter, résumé, and at least 3 professional references to:

Kentucky Venues
Paul Herberg, HR Director
P.O. Box 37130
Louisville, KY 40233-7130

or via email: paul.herberg@kyvenues.com

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