



## Sales and Event Coordinator

As of 7/25/2018

[www.premiereventslive.com](http://www.premiereventslive.com)

<b>Position:</b>	SALES & EVENT COORDINATOR	<b>Position Type:</b>	FULL TIME
<p>Join our team and help us produce some of the coolest festivals and event experiences in the Southeast! Based in Atlanta, Premier Events is the leading festivals and events management company with an unparalleled reputation for delivering amazing service for our clients and to event fans. We develop and produce our own themed outdoor festivals as well as provide professional management and concessions services for top entertainment venues, festivals and events. We are on a mission to gather communities together to celebrate life through the enjoyment of memorable events. We create extraordinary experiences.</p> <p>If you are the Sales and Event Coordinator that we are looking for you will be an energetic and proactive team player who will thrive in a fast-paced and fun filled office. You'll have excellent verbal and written communication skills and will excel at developing client relationships. You'll be self-motivated, detail oriented, and highly organized. You'll be skilled at multi-tasking, have excellent time management skills and be a creative problem solver. You'll love to envision new initiatives and will take great pride in developing them to fruition.</p> <p>You'll be responsible for the success of our team by researching and developing new client leads, assisting with event sponsorship sales, as well as managing fulfillment and cultivating new event initiatives. The Sales and Event Coordinator will be a full time salaried position reporting to one of the company's owners who oversees event development and management projects.</p> <p>We're looking for someone with:</p> <ul style="list-style-type: none"> <li>• Superior organizational and time management skills.</li> <li>• Prior sales and/or account management experience preferred.</li> <li>• High level of proficiency with Microsoft Office Suite (Outlook, Excel, Word, Power Point).</li> <li>• Must work to achieve the core values of our company at all times.</li> </ul> <p><b>Duties:</b></p> <ul style="list-style-type: none"> <li>• Researching sales prospects. Works to establish new relationships.</li> <li>• Assist with sales for event sponsorship and event management consulting clients.</li> <li>• Develop client and sponsor proposals, coordinate contracts and invoices.</li> <li>• Track deadlines and manages timelines successfully.</li> <li>• Manage sponsorship fulfillment.</li> <li>• Develop sponsor and client marketing initiatives. Works internally with company's Marketing Coordinator to activate cross promotions.</li> <li>• Compile/track sponsorship budgets.</li> <li>• Prepare post event sponsor reports and client event evaluation reports.</li> <li>• Develop concepts and sales initiatives for event projects.</li> <li>• Provide support to one of the company owners who oversees event sponsorship sales and management projects.</li> </ul> <p><b>If you believe this is you, send us an e-mail by August 15 with your resume, references and salary requirements to <a href="mailto:laura@premiereventslive.com">laura@premiereventslive.com</a>.</b></p> <p>Job Description: Sales and Event Coordinator  Reports to: Laura Valente, Partner  Event Operations, Entertainment, Sponsorship and Marketing  Location: Premier Events - West Midtown; Atlanta  Hours: Monday – Friday 9am – 5pm; ability to work some weeknights, weekends and holidays</p>			