

Job Title: Account Executive, Group Events & Hospitality
Department: Group Events & Hospitality
Reports To: Director, Group Events & Hospitality
Wage:
Full time

Job Purpose:

This sales position is responsible for selling tickets to groups to D-backs regular and post-season games for traditional groups, large corporate events and group-specific theme nights. The position is also responsible for selling private ADEE events and general public ADEE events. In addition to the revenue generation, this individual's role is to assist in the planning, executing and teamwork of the group events & hospitality staff.

Primary (Essential) Duties:

- Generate new group sales through cold calling, prospecting, referrals, outside appointments, and ballpark tours
- Build relationships in order to generate repeat business
- Proactively create opportunities for new revenue
- Provide superior and professional customer service to clients
- Perform game day responsibilities, including entertaining clients and fulfilling large group event commitments
- Attend team and community events for the purpose of maximizing sales opportunities
- Coordinate with other departments to organize and implement large/group theme nights
- Meet or exceed weekly and monthly sales goals
- Work with current Group Events & Hospitality Staff & New Business Team on training, developing and execution of group sales initiatives
- Assist in the creative concepts of group/suite sales marketing: including flyers, posters, mailers, website, and other support materials
- Available on game days/nights including weekends to assist and help oversee revenue-generating initiatives
- Help create, execute, and oversee department sales contests and incentive programs
- Other duties assigned by Director

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential function.

Budget Responsibilities

- Reaching budgeted revenue goals in groups, suites, season tickets and ADEE events.

Knowledge, Skills and/or Abilities

- Demonstrate good selling techniques and knowledge of the sales process
- Exceptional communication skills, both oral and written
- Ability to work independently
- Must be focused, assertive, competitive and committed
- Highly-motivated with a desire to be successful
- Detail-oriented, organized and the ability to multi-task
- Demonstrates a positive and personable demeanor
- Ability to use Microsoft Office, TicketMaster Ticketing System, and Microsoft CRM

Experience/Education Requirements

- Four-year college degree
- Minimum of one-year sales experience, sports sales experience preferred
- Bachelor's Degree in Sport Management or Business preferred

Working Conditions and Physical Demands:

- While performing the duties of this job, the employee must be able to:
- Ability to work flexible hours including nights, weekends and holidays
- Function in a high activity and heavily crowded outdoor professional sports venue
- May work at heights

- The employee will be exposed to inclement weather of varying degrees
- While performing the duties of this job, the employee is regularly required to stand for long periods of time, walk long distances, and climb up/downstairs
- The employee is required to stoop, kneel, crouch, or sit and must lift and/or move up to 45 pounds.

The physical demands are representative of those that must be met by an employee to successfully perform the essential functions of this job

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions

This is not an all-inclusive document