



Sales & Marketing Manager

Bridge View Center and VenuWorks is seeking a full-time Sales & Marketing Manager to plan, coordinate, and execute sales activity and marketing functions in SE Iowa's premier multi-purpose venue which annually hosts 425+ events. This person will create and perform sales processes and programs to promote venue patronage, usage, and positive awareness of Bridge View Center. The ideal candidate will be involved with all the behind-the-scenes work to sell, produce and market events—from wedding receptions to corporate meetings to trade & consumer shows, concerts, theater, and other entertainment events.

Applicants should enjoy working with a diverse client base and the general public, keeping customer service the top priority. Must have ability to work irregular hours, including days, nights, weekends, and holidays. Benefits, 401K retirement plan, insurance offered. Salary based upon work experience and education.

Qualifications: 2-year college degree required; 4-year college degree preferred.

Relevant experience in similar work may offset educational requirements.

Experience with Microsoft Office, Google Suite, and other office equipment preferred.

Applicant must possess current valid driver's license.

Candidates should send a cover letter, resume, references, and salary history to:

Scott Hallgren, Executive Director
Bridge View Center
102 Church Street
Ottumwa, IA 52501
shallgren@bridgeviewcenter.com

Resumes will be received until September 25, 2018 or until the position is filled.

VenuWorks provides customized management solutions for arenas, stadiums, theaters and convention centers throughout the country with services that include operations, catering, concessions, along with the booking and marketing of sports and entertainment events. VenuWorks is an Equal Opportunity Employer / A Drug Free Workplace. Reasonable accommodations will be considered for those with disabilities.