



JOB DESCRIPTION

Boston Convention Marketing Center

The Boston Convention Marketing Center (BCMC) is a joint effort of the Greater Boston Convention & Visitors Bureau and the Massachusetts Convention Center Authority to market and sell the Boston Convention & Exhibition Center and the John B. Hynes Veterans Memorial Convention Center.

Title of Position: Sales Manager

Reporting Relationship: Director, Event & Media Sales, BCMC

Primary Function: Identify and contract short range event bookings at the Hynes Convention Center, the Boston Convention & Exhibition Center (BCEC) and the Lawn on D. Represent Boston in a highly visible, professional and positive fashion to the hotel and meetings industry.

Duties & Responsibilities:

- Call on prospects to solicit business, qualify function space requirements, determine support services needed, identify available facilities, and develop pricing strategies
- Prepare and conduct sales presentations
- Conduct site inspections
- Prepare sales proposals
- Manage and maintain detailed account/event profiles in CRM system
- Manage and maintain event booking details in Showbiz system
- Prepare and implement account action plans
- Develop and enhance relationships with customers and industry partners
- Attend industry and other networking events to provide maximum exposure for the BCEC, HYNES and the Lawn on D
- Meet all assigned sales quotas for prospecting, outside calls and converting definite business by managing time and territory effectively
- Works closely with the Massachusetts Convention Center Authority event staff to ensure that a customer's contract terms are enforced
- Works closely with the food & beverage provider for the Lawn on D to ensure a seamless transition from sales to service

Qualifications: College graduate preferred with a minimum of five years of related industry sales experience and proven track record of success. Successful candidate will be a highly self-motivated team player, organized, professional, service oriented and will possess a 'winning' attitude. Candidate will be a strategic thinker and have excellent interpersonal and written communication skills while building productive business relationships. Knowledge of Boston is beneficial.

Office Location: Based in Boston at the BCMC Office. Remote office locations will not be considered.

Contact: Send resume, references and salary requirements to Judy Sheng, Director, Event & Media Sales at jsheng@BostonCMC.com