

Special Events & Promotions Coordinator

Summary

Responsible for providing assistance to the Special Events and Promotions Manager in all aspects of creation, development, implementation and execution of all marketing events for property.

Job Duties

Assists in the effective planning management, tracking and reporting of marketing events and provides additional support to overall management team. Provides assistance to create and maintain promotional schedule(s) and to ensure continued revenue objectives are achieved. Provides support in the areas of planning, ordering, coordinating, and tracking for aspects of special events and promotions for the property. Assists with the overall coordination, scheduling and initiation of contracts for marketing events. Engages in communication and coordination with all relevant departments for marketing events. May at times be called upon to perform the job duties of a Marketing Services Representative. Assist in managing ticketing procedures, setup and sales for entertainment events. Coordinates with external vendors and internal departments to ensure efficiency of events and promotions. Maintain timely procedures for the tracking and execution of pertinent invoices and bills with regard to promotional and entertainment events. Executes marketing events and communicates effectively with guests in person and/or over PA system. Ensures compliance with all regulatory controls and the Pennsylvania Gaming Control Board.

Qualifications

Bachelor's degree preferred. At least two years of previous event planning related work experience preferred. Must qualify for and maintain licensure as required by Pennsylvania Gaming Control Board. Must have thorough knowledge of approved Responsible Gaming Program.