



Job Title:	Event Sales Executive
Department/Group:	Commercial Department
Responsible to:	Head of Commercial
Location:	The normal place(s) of work will be: <ul style="list-style-type: none"> MEMS Priestfield Stadium, Redfern Avenue, Gillingham, ME7 2PE
Hours of Work	40 hours per week, plus matchdays The role is predominantly 9am – 5pm, Monday – Friday, however it does require some evenings and weekends.
Salary	Commensurate with experience
To Apply	Please email your CV, accompanied by a cover letter to Joe Comper, Head of Commercial. jcomper@priestfield.com Closing date for applications is Friday 10th February 2023 , but suitable candidates may be invited for interview prior to this point, so we recommend you apply at the earliest opportunity.

Job Description

ROLES AND RESPONSIBILITIES

- To deliver the day-to-day sales process for all events hosted at the MEMS Priestfield Stadium
- To generate leads, both from commercial businesses and the general public.
- To design and create new event packages to sell to new and existing clients
- To maximise revenue from the non-football related facilities at the MEMS Priestfield Stadium, including, but not limited to, The Factory, The Great Hall, The Piano Bar and other conferencing facilities
- To ensure profitability from non-football events at MEMS Priestfield Stadium
- To work with the event operations team to ensure all information required is gained from the client, prior to the event running

Personal Specification

- Sales experience is required
- Likable and confident when meeting new clients face-to-face
- Excellent communicator
- Confident in both inbound and outbound telephone sales
- Capable of working on multiple concurrent projects
- A basic understanding of profit and loss
- Efficient and willing to learn
- A true team player