



POSTING DATE: June 18, 2021

START DATE : .....Immediately  
JOB TITLE : .....**Events Sales Representative**  
JOB TYPE : .....Full Time  
LOCATION : .....Beaver Island State Park, Grand Island, NY  
REPORTS TO : .....Managing Owner and Chief Operating Officer  
COMPENSATION : .....Starting \$48,500 + Commission  
BENEFITS : .....Health Insurance plans available after 90 day probationary period

#### Position Overview

The successful candidate will be a dynamic and well-presented person missioned with growing event sales for the beautiful 250-500 seat Falconwood Special Event Center at Beaver Island State Park overlooking the Niagara River. The applicant must have the following traits: a passion for weddings and events, a keen eye for detail, be comfortable with autonomy, be self-driven, be highly enthusiastic, and possess **significant** experience in sales and operations within the weddings and special events industry.

This position has significant sales commission potential with primary functions focused on sales and developing, growing and converting the current sales pipeline for corporate, wedding and special events at Beaver Island State Park's Falconwood Event Center.

#### Qualifications:

- Bachelor's degree with at least 5 years of relevant work experience.
- Solid understanding of the traditional sales process.
- Experience in sales, planning, hosting of Special Events and Corporate Conferences in luxury hospitality is preferred.
- Outstanding presentation, verbal and written communication skills with the ability to work with a wide range of constituencies in a diverse operation.
- Ability to effectively and efficiently handle multiple, simultaneous, and complex tasks and projects with the ability to work under pressure particularly during the peak seasons.
- Experienced in planning and hosting exhibits for wedding shows/event fairs including set up and take down of presentation booth
- Solid working knowledge of computers, CRMs and BEO software
- Understanding of different wedding cultures
- Confident and professional approach when dealing with clients and event suppliers
- Proficient with numbers and accounting.
- Proficient with using social networking sites for marketing purposes.
- A creative flair with the ability to develop marketing pieces and campaigns
- Availability to work late nights and weekends on a regular basis

#### General Responsibilities & Duties:

- Develop, maintain and manage sales tools and sales pipeline of clients and encourage new and repeat business.
- Develop and maintain competitor analysis



## Montana International

### Food and Beverage Division

- Manage, maintain and communicate the calendar of events.
- Identify relevant trade fair/exhibitions/networking events, create presentation material and attend to increase exposure.
- Manage client accounts from initial contact through to post-event follow-up.
- Meet or exceed sales quotas.
- Meticulously prepare customer contracts so that the customer's expectations are met.
- Ensure high quality service from start to finish once events are booked by working closely with the Event Coordinator, Food & Beverage Manager & the Chef to deliver on the client's expectations and to 'wow' the clients.
- Promote Beaver Island State Park and Grand Island, NY as a destination.
- Help develop, update and maintain the event pricing structure.
- Handle all forms of incoming and outgoing communications in a private and respectful way keeping detailed client data for future contact.
- Participate in site inspections and client entertaining as required.
- Meet established deadlines for the production of BEO's, weekly and monthly calendars of events
- Identify prospective clients' exact needs, by questioning, observation and the completion of a complete sales survey and assessment.
- Update social media/website as required
- Provide status reports and event overviews to management

All applications should include a cover letter and resume.

Send to Cyndy Montana, Managing Owner, Montana International by email at [cyndy@montanainternational.us](mailto:cyndy@montanainternational.us)