



**Position opening- Catering Sales Manager**  
**Facility Name- The Oncenter**  
**Location- Syracuse, New York**

**POSITION:** Catering Sales Manager  
**DEPARTMENT:** Sales  
**REPORTS TO:** Director of Entertainment Sales  
**FLSA STATUS:** Salaried Exempt

### **Summary**

SMG, the leader in privately managed public assembly facilities has an excellent and immediate opening for a Catering Sales Manager at SMG The Oncenter. Primary responsibility is booking large, high-revenue producing events at all venues within The Oncenter including, but not limited to, the following event types: private, corporate, association, open to public and community-related events with strong emphasis on non-ticketed events. Responsible for working in conjunction with other members of the sales staff to market the venues and initiate specific event-related promotions to increase revenue.

**Essential Duties and Responsibilities** include the following:

- Solicit, new and existing events, with a focus on non-ticketed events, in person, by phone, by email and through facility tours.
- Respond timely to client inquiries.
- Prepare proposals and contracts.
- Follow up on deposits and insurance requirements.
- Effectively communicate with clients and staff, until the event is turned over to an Event Manager.
- Meet individual, and team, monthly, quarterly and yearly sales and marketing goals.
- Use Sales and Marketing principles to promote the facility.
- Prepare and present weekly, monthly, quarterly and annual sales reports as requested.
- Perform any other job related duties as assigned.

### **Supervisory Responsibilities**

This position has limited supervisory responsibilities for employees or interns in the Sales and Marketing Department. Sales Manager carries out supervisory responsibilities in accordance with SMG's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding; disciplining employees in conjunction with Human Resources; addressing complaints and resolving problems.

### **Qualifications**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **Education and/or Experience**

- Associate's degree from four-year College or University.
- Minimum 2 years sales related experience required.
- Facility/industry experience preferred.
- Or equivalent combination of education and experience

**Skills and Abilities**

- Excellent communication, organizational and interpersonal skills required.
- Ability to effectively supervise staff.
- Ability to prioritize multiple projects.
- High aptitude for figures and advanced reading and writing skills.
- Professional presentation, appearance and work ethic.

**Computer Skills**

To perform this job successfully, an individual must have working knowledge of spreadsheet software and work processing software and be proficient in Microsoft Word, Excel, and Power Point. Ticket Master and CAD experience preferred.

**Other Qualifications**

- Ability to work under limited supervision and to interact with all levels of staff including management.
- Ability to work long and irregular hours that may vary due to functions and may include days, evenings, weekends and holidays. Some travel as needed.

**Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to move around the facility; to stand for long hours during events; talk and hear. This position may require work inside or outside of the building, as needed by events.

**Note**

The essential responsibilities of this position are described under the headings above. They may be subject to change at any time due to reasonable accommodation or other reasons. Also, this document in no way states or implies that these are the only duties to be performed by the employee occupying this position.

**To Apply**

This position offers a competitive salary and benefit package. Please send a copy of your most recent resume and cover letter which includes salary requirements to:

Hali Greenhouse  
HR Generalist  
h\_greenhouse@smsgsyracuse.com  
800 South State St.  
Syracuse, NY 13202

Applicants that need reasonable accommodations to complete the application process may contact- 315-435-8062.

SMG is an Equal Opportunity/Affirmative Action employer, and encourages Women, Minorities, Individuals with Disabilities, and protected Veterans to apply. VEVRAA Federal Contractor.