



White Pine County Tourism and Recreation  
150 6<sup>th</sup> Street  
Ely, Nevada 89301  
(775) 289-3720

<http://www.elynevada.net>

## SALES AND EVENTS MANAGER

**RECRUITMENT OPEN TO:** All qualified individuals.

**RECRUITING FOR:** A full-time, FLSA exempt **Sales and Events Manager** position located in Ely, Nevada.

**APPROXIMATE ANNUAL SALARY:** Up to \$60,320 annually (\*Salary range reflects retirement (PERS) contributions) depending on experience and qualifications.

**RECRUITMENT POSTING DATE:** Wednesday, February 6<sup>th</sup>, 2019

**CLOSING DATE/TIME:** Friday, February 18<sup>th</sup>, 2019 at 5:00 p.m. Pacific Time.

**LOCATION:** Position is located at the Bristlecone Convention Center in Ely, Nevada.

**BENEFITS:** White Pine County Tourism and Recreation (WPCTR) offers an excellent benefits package, including health, dental and vision insurance; participation in the Public Employees Retirement Plan (More information is available at: <https://www.nvpers.org/>); two (2) weeks paid vacation leave, accrued annually; two (2) weeks sick leave accrued annually; eleven (11) paid holidays; and deferred salary opportunity (More information is available at: <http://defcomp.nv.gov/>).

**THE POSITION:** Under the direction of the WPCTR Executive Director, this position serves as the lead staff member responsible for the coordination of major events occurring in White Pine County which results in increased occupancy tax and media exposure. The position is responsible for attracting, recruiting, organizing, implementing and evaluating special events and conferences to the Bristlecone Convention Center as well as the Ely community, which in turn promotes tourism. Collaborates with community groups, businesses, lodging properties, and other organizations to promote event awareness and advance the overall mission of the WPCTR Board. Assists the Executive Director in the daily operations of the Bristlecone Convention Center, to include developing and administering contracts and/or lease agreements from start to finish with various organizations for the use of the Bristlecone Convention Center; and coordinates and oversees part-time staff, vendors and caterers to set up events in the Bristlecone Convention Center. **PLEASE NOTE:** This position may be required to work some evenings, weekends, and/or holidays.

**POSITION DUTIES INCLUDE (BUT NOT LIMITED TO):**

- Works closely with other WPCTR staff members, event committee members and partner organizations to coordinate all aspects of each event; coordination of event marketing with the WPCTR Executive Director, for successful execution of each event.
- Conduct extensive community outreach efforts; develops methods and opportunities for business/community input and participation; organizes and facilitates workshops, classes and public presentations and presents to the White Pine County Tourism and Recreation Board.
- Develops, implements and oversees the recruitment of events; recommends, develops, and implements short/long term-goals, objectives, and projects; creates and seeks partnership opportunities; evaluates and modifies events for maximum efficiency and customer satisfaction by conducting participant surveys and researching similar events; prepares and presents event reports; generates awareness for events and projects by assisting in the development of collateral, updates for websites, community calendar and social media platforms; prepares information for quarterly brochure and e-blast.
- Participates in the development, implementation and monitoring of WPCTR Special Event budget; researches, submits and administers applicable federal, state and local grants.
- Manages building maintenance services to ensure repair, maintenance and upkeep of the Bristlecone Convention Center.
- Review, analyze, evaluate and summarize a variety of narrative and statistical data and feedback regarding events to monitor success in terms of utilization, customer satisfaction, cost effectiveness, return on investment and over-all value to the community; initiate and monitor necessary changes and modifications to current events as well as updating future planning and projections accordingly.

**QUALIFICATIONS:** Bachelor's degree with major course work in marketing, tourism and hospitality, public administration, economics or a related field and two (2) years of special event development, administration and coordination experience; OR an equivalent combination of education, training and experience as determined by the WPCTR Board or its designee. Special note: Some travel maybe required of this position. A valid driver's license is required of this position.

**TO APPLY:** Please submit your resume, cover letter describing your interest and qualifications for the position, and answers to the attached supplemental questionnaire to either:

Kyle Horvath, Executive Director  
White Pine County Tourism and Recreation  
150 6<sup>th</sup> Street  
Ely, Nevada 89301

Sheri Dunn, Human Resource Consultant  
NV Consulting, LLC.  
1366 Ballard Ct.  
Minden, NV 89423

Or E-mail to:  
[Kyle.horvath@elynevada.net](mailto:Kyle.horvath@elynevada.net)

Or E-mail to:  
[sheridunn@outlook.com](mailto:sheridunn@outlook.com)

Résumé must include a detailed description of employment history to include name and addresses of employers, scope of responsibility, reasons for leaving, salary history, and the names, phone numbers, and e-mail addresses of three (3) professional references. Within your cover letter, please indicate how you heard about the position.

**SELECTION PROCESS:** Application materials along with the completed supplemental questionnaire will be screened, and those candidates deemed most qualified will be invited to interview.

**CONDITIONS OF EMPLOYMENT:**

- *This classification is considered FLSA exempt and is an at-will position. As such, the incumbent may be terminated at any time for any reason, or no reason.*
- *Continued employment is contingent upon all required licenses and certificates being maintained in active status without suspension or revocation.*
- *Employee may be required to work some evenings, weekends, and/or holidays.*

**“White Pine County Tourism & Recreation is an Equal Opportunity Employer”**



WHITE PINE COUNTY TOURISM AND RECREATION  
SALES AND EVENTS MANAGER SUPPLEMENTAL  
QUESTIONNAIRE

YOUR NAME: \_\_\_\_\_

DATE: \_\_\_\_\_

Please answer the following questions. Please limit your response to one page per question. **Within your answer, identify the employer(s) where the experience was attained and dates of employment.**

1. Do you possess a bachelor's degree with major course work in marketing, tourism and hospitality, public administration, or a related education field?

- Yes
- No

Identify your level of degree received, your major and/or minor, issuing institution, and date of completion.

2. How many years of experience do you have with special event development, administration and coordination?

- 2 or more years of experience
- 1 year up to 2 years of experience
- Less than 1 year of experience
- No experience in this area

Describe your special event development, administration and coordination experience. Provide an example of an event you successfully developed, administered and coordinated.

3. Describe your experience attracting events and conferences to a designated venue.
4. Describe your experience with developing and managing contracts and/or lease agreements from start to finish.

5. Describe your experience with Microsoft programs (i.e., Microsoft Word, Excel, Access, Power Point) and your level of expertise in each (beginner, intermediate, advanced).
  
6. Describe your experience developing, administering and/or monitoring a budget. Provide the amount of the budget you were responsible.
  
7. Describe your experience with accounts payable and/or accounts receivable.
  
8. Describe your experience coordinating and overseeing part-time staff, vendors and caterers for events.