



WE ARE GROWING AND LOOKING FOR A SPONSORSHIP / EXHIBIT SALES SPECIALIST

A BIT ABOUT US: Venue West was founded in 1970 and has been an important part of the Canadian conference and association industry ever since. We are one of only 5 companies in Canada and less than 150 in the world who are certified by the International Association of Professional Congress Organisers to manage an international congress. We work with clients from across Canada and from around the world to manage small to large conferences, associations, and events. Since 2005, Venue West has been a family-owned and operated business.

We also care about and invest in our local community and sustainability through:

- » Being a member of 1% for the Planet, where 1% of all our revenue goes to social and environmental charities
- » The use of 100% tree-free paper
- » Support of the JUMP Math Charity

NATURE & SCOPE: The Sponsorship / Exhibit Sales Specialist is accountable for supporting the development and implementation of Venue West's projects. You will work under the guidance of our Vice President Business Development and Partnerships and will be accountable to our Project Managers. Sales success drives you. You will also work on researching potential new clients for Venue West including identifying potential new revenue streams.

WHAT WE ARE LOOKING FOR:

- » A self-starter with an exceptional work ethic
- » Pro-active, persuasive, and confident
- » Demonstrated track record in both sponsorship/exhibit sales and company sales
- » 4+ years of experience in securing sponsorships and exhibition sales on multiple projects at once.
- » An ability to understand clients' needs and adopt a tailored approach
- » Excellent verbal and written communication skills
- » Ability to work with and manage multiple deadlines
- » High-level knowledge of Microsoft Word, Excel, and PowerPoint
- » Confidence and professionalism to meet with clients and suppliers
- » Strong problem-solving skills
- » Excellent attention to details
- » Highest level of professionalism in communicating with clients and internal teams



RESPONSIBILITIES:

Sponsorship/Exhibit Sales

- » Manage the sale of top-level sponsorship packages with major global companies
 - Develop and maintain long-term relationships with new and existing global clients
 - Identify and capitalise on new opportunities to generate revenue
- » Research and develop a list of potential sponsors/exhibitors when required
- » Utilize all communication tools to communicate with potential sponsors/exhibitors
- » Manage and update internal database of all sponsors and exhibitors
- » Work with Project Managers to develop sponsorship/exhibitor prospectus
- » Accurate reporting to Project Managers and clients of status on each project
- » May be required to work on fulfillment of sponsor/exhibitor benefits for each project
- » Invoicing of sponsors/exhibitors and follow up for payments
- » May be required to support onsite execution of an event

Company Sales

- » Identify potential clients
- » Solicit potential clients for Venue West
- » Present company services to potential clients
- » Prepare sales proposals and client contracts

If you believe you are the right candidate for this position, please send us your resume, salary expectations, including your demonstrated experience in Sponsorship and Exhibit Sales. Please send an email to careers@venuewest.com.

Additional Information:

Position Type: Non-Management

Reporting To: Vice President of Business Development and Partnerships with secondary reporting to Project Managers

Job Status: Permanent Full Time

Compensation: Salary + Commission

Job Location: TBD

Additional Information: Time Allocation: 80% Sponsorship/Exhibit Sales, 20% Company Sales

Application Deadline: Open Until Filled