



Los Angeles Convention Center

PART-TIME SALES EMPLOYMENT OPPORTUNITY

The Los Angeles Convention Center (LACC) is a state of the art, LEED-certified convention and exhibition facility, run by the City of Los Angeles on a client-based business model. Trade shows, meetings, conventions, and exhibitions of all types are held at this facility, including Los Angeles Congress of Neighborhoods, E3, Auto Show, Gift Show, Grammys parties, and many other world renowned events.

Applications are invited from seasoned sales professionals in the convention, hospitality, and related fields to supplement our full-time sales staff to book and market our facilities and services to local and national clients. Primary responsibilities include “hunting” for clients and sales opportunities, conducting site tours and discussing services and costs with clients, preparing contracts and licenses, maintaining client database, and other sales-related tasks.

Qualifications:

- Proven expertise as a sales professional in the convention, hospitality, or related fields. Knowledge of convention and/or convention hotel facilities is a must.
- Ability to work with sales contract & license.
- Excellent oral and written communication skills and ability to relate to people.
- Result-driven, creative thinking, and ability work independently in a fast paced environment.
- A college degree in sales, marketing, public relations, communications, business, hospitality management, or a related field is highly desirable.
- Working knowledge of Microsoft Office and industry-standard booking software such as ACT, EBMS, and Delphi.

This is a civil service exempt, as-needed position (up to 1040 hours/year). The current pay is \$38.05/hr. If you are interested in working in this great innovative environment, please submit a cover letter, a resume, and a completed, signed LACC part-time application which can be downloaded from <http://www.lacclink.com/pdf/laccapplication.pdf>. Application materials can be mailed, faxed, or emailed to:

Job Application Processing
Los Angeles Convention Center
1201 S. Figueroa St.
Log Angeles, CA 90015
Phone: (213) 741-1151 ext. 5420
Fax: (213) 765-4511
Email: humanresources@lacclink.com.

The City of Los Angeles is an Equal Employment Opportunity employer. All City employees are subject to a background check, including fingerprint.