



**TRAVEL PORTLAND**

**CONVENTION SALES MANAGER**

**Salary Range: \$43,563 to \$70,648**

**(Full benefit package including 401(k); salary based on experience)**

The Convention Sales Manager, under the direction of the Vice President of Convention Sales, will be responsible for selling Portland as a desirable meeting destination site.

The Convention Sales Manager will be responsible for lead generation, qualification and solicitation of specific convention markets throughout the U.S. as designated by the Vice President of Convention Sales through personal sales calls, telemarketing, direct mail, and tradeshow involvement. He/She shall also be responsible for public relations activities involving local hotels/motels, facilities, city officials, local media, meeting planners, and other related representatives.

**QUALIFICATIONS:** BA/BS with an emphasis in marketing or sales, and/or at least three years of demonstrated sales success in a hotel or convention bureau, or have at least three years of experience as a meeting planner for a state, regional, or national association or corporation. Must possess excellent communication and public presentation skills, proven ability in working with a diversity of individuals and groups, high energy/stamina level, and be goal-oriented.

**PHYSICAL REQUIREMENTS:** Must be able to travel independently to domestic and international destinations via commercial airlines. Must be able to lift and carry up to 40 pounds. Must have a valid driver's license and the ability to maintain a flexible work schedule that could include early mornings, evenings and weekends.

Application packets are available online at [www.travelportland.com](http://www.travelportland.com), click on "About Travel Portland" and then "Job Opportunities." Applications may also be picked up at the Travel Portland office, 1000 S.W. Broadway, Suite 2300, between 8:30 AM and 5:00 PM, Monday-Friday. Applications must be filled out completely and returned to the Executive Assistant by 5:00 PM, Thursday, May 22, 2008.

Travel Portland is an equal opportunity employer.



## Travel Portland

### Application Instructions

#### CONVENTION SALES MANAGER

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1. Carefully read the job description to ensure that your skills meet the minimum qualifications. Applications that do not meet the minimum requirements will be removed from the applicant pool.
2. Fill out the employment application form completely. Be sure to read the form carefully before signing your name at the bottom. All applications must be neat, legible and preferably typed.
3. Complete the applicant survey.
4. Answer the supplemental questions thoroughly and carefully, paying special attention to grammar and spelling. If additional room is needed to accommodate your answers, please attach a separate sheet(s) to the packet.
5. Attach a copy of your resume, including your work history, to the back of the packet.
6. Return the completed packet to the Executive Assistant, Travel Portland, 1000 S.W. Broadway, Suite 2300, Portland, Oregon, 97205. **Packets must be delivered to the front desk by 5 PM on Thursday, May 22, 2008.**
7. Applicants will be notified by mail or telephone regarding their status in the selection process. **Please do not call for status.**

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We appreciate your adherence to the above guidelines. These guidelines have been established to make the application process a smooth and expedient one for both Travel Portland staff and the application candidates.

# Job Description

<b>Job Title:</b>	<b>Convention Sales Manager</b>
<b>Job Classification:</b>	<b>35</b>
<b>Salary Range:</b>	<b>\$43,563 to \$70,648 (based on experience)</b>
<b>Work Schedule:</b>	<b>Full-time</b>
<b>Reports To:</b>	<b>Vice President of Convention Sales</b>

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**Position Objectives:** The convention sales manager, under the direction of the vice president of convention sales, will be responsible for selling Portland as a desirable meeting destination site.

The convention sales manager will be responsible for lead generation, qualification and solicitation of specific convention markets throughout the U.S. as designated by the vice president of convention sales through personal sales calls, telemarketing, direct mail, and tradeshow involvement. He/She shall also be responsible for public relations activities involving local hotels/motels, facilities, city officials, local media, meeting planners, and other related representatives.

## **Summary of Duties and Responsibilities:**

- Research and qualify prospective business opportunities and actively solicit convention and group business in an effort to produce sales leads and definite bookings for member hotel/motel properties, and facilities.
- Prepare bid proposals; coordinate and conduct bid presentations on behalf of the city of Portland.
- Establish and maintain excellent business relationships with representatives of Portland's hotels/motels and facilities through personal contact, leads, etc.
- Meet with organization executives, planners and committees to assist as necessary in the selection of Portland as a convention destination. Arrange and escort clients on familiarization trips and site inspections; coordinate meetings between clients and Travel Portland members.
- Participate in industry tradeshows and conventions; schedule and conduct sales trips.
- Maintain and ensure timely input in Travel Portland's comprehensive sales tracking system.

## **Qualifications:**

**Academic** – The convention sales manager will have a BA/BS with an emphasis in marketing or sales, and/or at least three to five years of related experience which may substitute for academic experience.

**Knowledge, Skills, Abilities** – The convention sales manager will have demonstrated sales success in a hotel or convention bureau (a minimum of three years), or have at least three years experience as a meeting planner for a state, regional or national association or a corporation. Must have experience and skills in general office computer programs (Microsoft Word, Outlook, Excel) as well as experience in working with a comprehensive computerized sales tracking system.

**Personal Characteristics** – Good communication and public presentation skills, and proven ability in working with a diversity of individuals and groups. Must be people-oriented, have high stamina/high energy levels, and be very "goal oriented."

**Physical Requirements** – Must be able to lift and carry 40 pounds. Must have a valid driver's license and the ability to maintain a flexible work schedule that at times may include early mornings, evenings and weekends. Must be able to travel independently to domestic and international destinations via commercial airlines.

# travel PORTLAND

## APPLICANT SURVEY (Equal Employment Opportunity/Affirmative Action)

Print Last Name: \_\_\_\_\_ Job: \_\_\_\_\_

Please complete this form. In accordance with the Federal guidelines for Equal Employment Opportunity, the employer is required to keep records which include identification of job applicants by ethnic background and gender status. This page will be detached from the application form and forwarded to the Affirmative Action Officer. It is not used in any part of the hiring/interviewing process, only as an affirmative action review by our Affirmative Action Officer.

### ETHNIC BACKGROUND:

- \_\_\_\_\_ WHITE  
\_\_\_\_\_ AFRICAN AMERICAN  
\_\_\_\_\_ HISPANIC  
\_\_\_\_\_ ASIAN OR PACIFIC ISLANDER  
\_\_\_\_\_ AMERICAN INDIAN OR ALASKA NATIVE  
\_\_\_\_\_ OTHER

### GENDER:

- \_\_\_\_\_ FEMALE  
\_\_\_\_\_ MALE

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

# travel **PORTLAND**

## **APPLICATION FOR EMPLOYMENT:**

Specific position applied for (job title from position description)

Full Name

E-mail

Mailing Address (Street or P.O. Box)

Home Phone Number

City, State, Zip Code

Daytime Phone

- Have you ever been employed by Travel Portland? \_\_\_\_\_ Yes \_\_\_\_\_ No
- Do you have any relatives who are employed by Travel Portland?  
\_\_\_\_\_ Yes \_\_\_\_\_ No If yes, please name them: \_\_\_\_\_
- Are you able to legally work in the U.S.A.? \_\_\_\_\_ Yes \_\_\_\_\_ No Proof will be required upon hiring.
- Have you ever been convicted of a felony? \_\_\_\_\_ Yes \_\_\_\_\_ No  
If yes, please explain (give charges, sentence). Please note that a conviction alone will not bar you from employment with Travel Portland.

## **EDUCATION AND FORMAL TRAINING:**

Do you have a high school diploma? \_\_\_\_\_ Yes \_\_\_\_\_ No Do you have a GED? \_\_\_\_\_ Yes \_\_\_\_\_ No

List the name of the school and its location: \_\_\_\_\_

### **BUSINESS OR TRADE SCHOOLS:**

School Name & Location

Subjects studied

Length of course

### **COLLEGES:**

School Name & Location

Subjects studied

Length of course

**EMPLOYMENT HISTORY -- This section MUST be completed entirely**

List below work experience relevant to the position you are applying for, paid, or unpaid, beginning with your present or most recent job. (Also include any military work experience.) Include work done in other cities, states and countries. Describe each job separately, emphasizing your specific tasks and supervisory, technical or other responsibilities. Explain significant breaks in your work experience. If more space than provided below is needed, additional sheets may be attached. While you may attach your résumé, you must also fill in the area below.

**PRESENT OR LAST POSITION**

Employer	From (month/year)
Address	To (month/year)
Your title	Supervisor's name and telephone
Duties/responsibilities (be specific)	Full-time _____ Part-time _____
	Hours/week (or average) _____
	Hourly salary
	Yearly salary
	Paid _____ Unpaid _____
Reason for leaving	May we contact this employer?
	Yes _____ No _____

Employer	Address
Your title, salary	Your duties
Dates of Employment	Reason for leaving

Employer	Address
Your title, salary	Your duties
Dates of Employment	Reason for leaving

**SKILLS AND SPECIAL TRAINING**

Please give particular attention to a) skills that you have which are related to the job for which you are applying, and b) special training, including seminars, classes and workshops that you have attended that relate to the job for which you are applying. Please specify the date, title and location of each program. Attach extra sheets as necessary.


**PLEASE READ THE FOLLOWING CAREFULLY BEFORE SIGNING THIS APPLICATION:**

Travel Portland is an equal opportunity employer and does not discriminate on the basis of sex, age, race, religion, marital status, national origin, sexual orientation, handicap, or veteran status.

Interviews are given on a competitive basis, using job-related factors, after a written application has been received and reviewed. Because of the large number of applications received, not everyone who applies for a vacant position will be interviewed.

I certify that the facts and information set forth in this application are true and complete to the best of my knowledge. I understand that any false statement, omission or misrepresentation in this application form or in any other required documents will be cause for denial of employment or immediate termination, regardless of when or how discovered.

I authorize the employers and supervisors listed in the application to give Travel Portland's representatives any and all information regarding me and my previous employment. I release Travel Portland and all previous employers and supervisors from liability for any damages that may result from furnishing information to Travel Portland.

In consideration of my employment, I agree to conform to the instructions, rules and policies of Travel Portland.

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Signed

Date

