

## Visit Cheyenne JOB DESCRIPTION (9/2017)

**Title:** Convention Sales and Services Assistant (Part-Time)

**Reports To:** Director of Sales and Marketing  
President, Visit Cheyenne

**Duties:** *Primary - Provides assistance and services to the sales team and meeting and convention planners / attendees. Secondary - Promotes and sells Laramie County as a destination for meetings, conventions, trade shows and retreats.*

- Part-time hourly position. Averages 20-28 hour/wk depending upon demand and time of year. At least 50% of time spent in the Visit Cheyenne office, with remote work possible as well as site visits, client meetings, sales calls, etc. out of the office.
- Maintains a working knowledge of the Cheyenne area's facilities, attractions and services, both private and public.
- Maintains good working relationships with staff of area hotels and other facilities.

### Services

- Manages and helps develop aggressive convention services that truly assist meeting planners with their events. Current services include online registration, onsite registration staffing, a branded registration desk, a mobile meeting website, phone charging stations, a photo kiosk, and complimentary welcome receptions.
- Helps to coordinate with meeting planners to ensure their Cheyenne meetings are successful.
  - Follows the Standard Operating Procedures for servicing conference.
  - Attends pre-convention meetings with customers and appropriate representatives involved in providing services for the group.
  - Coordinates distribution of brochures and equipment upon request, including Visit Cheyenne's registration desk.
  - Provides onsite registration services for conventions/meetings. Oversees volunteers / temporary workers to assist with convention / meeting registration and other on-site assistance as needed.
  - Produces name tag inserts for convention/meeting attendees through databases of information provided by the customer.
- Operates and manages Visit Cheyenne's online registration system, using Regfox registration software. Interacts with meeting planner and attendees to accurately set up system to register attendees and process payments.
- Stays up-to-date and implements new technologies with online registration and other convention services.
- Helps maintain current information on Visit Cheyenne charging stations at convention hotels and other locations.

- Travel Required (possible): Possibly 1-2 major overnight sales trips / trade shows outside of Laramie County per year.
- Must be able to lift and carry boxes of approximately 40 lbs.
- Other duties as assigned.

**Suggested Experience:**

Ability to deal with people from all walks of life. Pleasant and helpful personality, good sense of humor, ability to smile and be outgoing are a must.

High School graduate or equivalent. Computer literate with working knowledge of MS Word, Excel and basic webpage design.

Self-starter who budgets time and energy, is responsible for deadlines, and is creative in seeking new and better solutions to accomplish goals and solve problems.

Enthusiasm for Laramie County with extensive knowledge of benefits of the resources within the county. Knowledge of the travel industry and personal contacts in the industry are a plus.

Compensation is hourly based upon experience and skill set.

To apply: Send a cover letter and resume to Jim Walter at [jim@cheyenne.org](mailto:jim@cheyenne.org) or Visit Cheyenne, 121 W. 15th St. Cheyenne, WY 82001

This position will remain open until filled.