

**ASM GLOBAL/PEORIA CIVIC CENTER
VACANCY ANNOUNCEMENT
Full-time Position**

POSITION TITLE: MARKETING MANAGER FLSA: salaried, exempt

RESPONSIBLE TO: DIRECTOR OF BOOKING

**MAJOR
FUNCTIONS:**

1. Place advertising for event marketing.
2. Write and prepare copy for print, radio and television spots.
3. Coordinate promotions and special events with event promoters, facility personnel, etc.
4. Handles press related duties during events and prepare event settlements.
5. Create facility promotional materials.
6. Assist Director of Marketing as needed.
7. Oversee internet web site.
8. Supervise Public Relations Coordinator and Marketing Interns.
9. All other duties and responsibilities as assigned.

QUALIFICATIONS:

- Bachelor's degree in Marketing or related field.
- Related marketing experience in field required.
- A basic understanding of demographics, layout and media buying is helpful.
- Word processing knowledge and experience necessary.
- Strong verbal and written communication skills required.
- Creativity and resourcefulness a must.

WORKING CONDITIONS:

This position is not substantially exposed to adverse conditions. Hours of work may vary due to event coverage, with core hours of 8am to 5pm. Physical requirements include

the ability to operate a keyboard, use the telephone, move around the facility and occasionally travel.

Please apply online with copy of your most recent resum to:

https://recruiting.adp.com/srccar/public/RTI.home?c=1152751&d=ExternalCareerSite&r=5000579449906&_fromPublish=true#/

SMG is an Equal Opportunity/Affirmative Action employer, and encourages Women, Minorities, Individuals with Disabilities, and protected Veterans to apply. VEVRAA Federal Contractor.