

TITLE: Sales & Operations Specialist for Home Shows
DEPARTMENT: Home Show
REPORTS TO: Staff Vice President for Home Shows & Special Projects
FLSA STATUS: Exempt

POSITION SUMMARY

Responsible for selling exhibit space, assisting with the coordination and production of three of the premier home-related consumer events in the country.

MAJOR RESPONSIBILITIES

- Develop prospect lists for and sell exhibit space in the HBA Home Shows.
- Develop and maintain sales lists and files.
- Maintain a working knowledge of all computer programs used to produce the Home Shows.
- Keep an accurate log of all mailings and events relating to Home Shows.
- Handle general incoming exhibitor inquiries.
- Enter exhibitor contract information, maintain a summary of sales and outstanding balances.
- Make follow-up telephone calls to exhibitors and collect forms and payments.
- Assist with operational activities for Home Shows and Homearamas/Cityramas, when applicable.
- Work as a floor manager and/or office manager during Home Shows.

SECONDARY RESPONSIBILITIES

- Aid in special projects as assigned by Senior Staff Vice President for Home Shows & Special projects.
- Assist in the development and coordination of sponsorships, feature events and exhibits.
- Compile Home Show surveys.
- Coordinate the scheduling of move-in and move-out for Home Shows.
- Coordinate/manage social media posting

SKILLS AND MINIMAL REQUIREMENTS

Must be a self-starter, able to plan effectively, have established a history of past accomplishments, and able to build rapport with exhibitors. Applicant must possess effective selling skills, be organized, able to multi-task and be a team player. Excellent computer skills are required and ability to learn new programs is a must.

HBA OVERVIEW

The Home Builders Association of St. Louis and Eastern Missouri was founded in 1934. The HBA has approximately 600 members and is one of the most active local building industry associations in the country. The HBA empowers members to succeed by working toward common sense building regulations, providing networking and educational opportunities, and using its power in numbers to keep the housing market strong. The HBA produces three successful consumer home shows, the Builders St. Louis Home & Garden Show, one of the largest quality consumer home shows in North America, the Builders St. Charles Home Show and the Builders Home & Remodeling Show.