



Employee Requisition Form

Position to Be Filled: Promotions Manager

Purpose: Responsible for managing and maintaining all casino promotions.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Oversee the development of the annual events planning calendar and the 1-year promotional plan.
Assist with the implementation of promotions and VIP events in the casino; handle details of promotions to ensure success; provide support to the Marketing Department.
Oversees slot machine tournaments, promotional contests/drawings and any other event planned; will consist of setting up displays, helping determine contest rules and internal controls, completing all compliance and tax forms, overseeing sign up, collecting information of winners, taking photographs to use promotional purposes, and distributing prizes.
Plan, participate, and/or attend departmental meeting to update managerial staff of all necessary information regarding relevant promotion activities and communicate back to staff pertinent information from colleagues to subordinates.
Responsible for assisting, developing, and overseeing several comprehensive promotions for casino.
Assist with the evaluation of usefulness of promotions through quantitative and qualitative analysis.
Perform competitive analysis of competition; promotions and marketing to maintain a strong competitive edge.
Must have the ability to deal effectively and interact well with the customers and employees.
Assists in maximizing the effectiveness of sponsorships/promotions.
Responsible for creating and monitoring annual budget. Must be able to forecast and prepare a budget.
Monitors associate's performance during their shift. Providing coaching and counseling when necessary.
Bachelor's degree in Business Administration, Marketing or Mass Communications or related field. (Qualifying experience may substitute for education)
2-4 years direct related experience in promotions or special events.

Reports To: Marketing Director
Starting Rate of Pay: D.O.E
Approximate Hours: Full time
Filling Deadline: Open Until Filled

