



Example of Trade Show Manager Job Description

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Our innovative and growing company is looking for a trade show manager. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don't fill all of the qualifications, you may still be considered depending on your level of experience.

Responsibilities for trade show manager

- Negotiates contracts with hotels for meetings/seminars for guest rooms, meeting/function rooms, food and beverage functions, audio-visual equipment and recreation
- Coordinates arrangements for meetings, seminars, recognition events, food and beverage events
- Responsible for managing strategic and national account relationships in their region
- Develop, implement, execute, monitor and adjust territorial sales plans as required
- Manage existing strategic accounts to grow share and year over year revenue
- Identify and develop new potential strategic accounts
- Promote, communicate, and educate AE's in respective region regarding strategic account program
- Assume regional leadership role when managing strategic accounts developments and/or issues
- Utilize Customer Survey analysis to improve service delivery with Strategic Accounts
- Report to DOS on market conditions and business development strategies to create and adjust regional business plans based on market conditions

Qualifications for trade show manager

- Exceptional organizational skills and ability to manage multiple responsibilities simultaneously is desired
- Good negotiating ability is essential
- Maintain event calendar
- Secure show services, exhibit properties and graphics
- Work with corporate travel department to secure housing for Nuance attendees