**Barrett-Jackson Auction Company**

**Job Title: Account Manager, Partnership Activation**

**Reference ID:**

**Department: Sales**

**Reports to: Director of Partnership Activation**

**FLSA Status: Non-Exempt**

**Location: Scottsdale**

**Position Purpose**

Support Director of Partnership Activation and Corporate Partnerships Team to manage implementation, development and retention of assigned corporate partnership accounts, with a focus on delivering outstanding customer service and increasing revenue and retention amongst our partners.

**Key Responsibilities:**

* Coordinate day-to-day operations, activation and development of assigned corporate partnership accounts.
  + Includes activation of all partnership assets, including print, signage, digital, hospitality, on-site activation, in-market promotions, etc.
    - Collect and approve all client creative and ensure sure it meets BJAC brand standards
    - Work with internal departments to place artwork in print pieces and schedule e-blasts, web ads, website logos and social media posts
    - Sort, inventory, track and ship sponsorship and corporate hospitality tickets for each event
    - Work with activation and operations team to prepare event map and assign exhibit space to each client based on several factors
    - Conduct onboarding calls with each client to discuss event details, including location, space size, move-in date/time, material rentals, insurance requirements, tax requirements, utility rentals, event hours, etc.
    - Learn partners primary objectives and provide a platform for a successful event so that partners are achieving their goals
    - Create sponsorship/exhibitor packet for each event that includes event details and send out to all exhibiting clients at least 4-6 weeks prior to event
    - Collect insurance and tax (if applicable) forms for all exhibiting clients and ensure that coverage meets required limits, effective dates, and insureds
    - Communicate with operations to manage availability of skyboxes, muscle lounge and other corporate hospitality areas
  + Oversee all on-site activation at each auction
    - Direct client move-in and move-out during events
    - Interact with sponsors and exhibitors during Barrett-Jackson events to solve problems and ensure agreement terms are fulfilled.
    - Act as a liaison between clients and third party service providers to ensure orders are processed and fulfilled at each event
    - Oversee hospitality areas/events and ensure that client needs are met
    - Take proof of performance photos and video of each activation
    - Work with event security to distribute wristbands each day
* Manage and maintain CRM (Customer Relationship Management) system to help drive sales, track activation and streamline business processes.
* Maintain and grow partner relationships through regular touchpoints, including but not limited to: weekly or bi-weekly calls, event onboarding calls, focus groups, quarterly newsletters, annual sponsor summit, business planning, post-event recap meetings, etc.
* Act as an extension of assigned partners’ brand, understanding the industry landscape, business objectives, challenges, opportunities, etc.
* Responsible for directly contributing to overall department revenue goals by assisting with assigned partnership renewals and upsell opportunities.
* Participate in prospect ideation, strategy, and planning sessions with Sales Team.
* Manage both internal and external partner expectations on processes, timelines, approvals, and deadlines.
* Attend and participate in weekly departmental, activation, and event operations meetings.
* Execute annual sponsorship recap and reconciliation based on ROO and ROI.
* Coordinate skybox logistics between sponsor and on-site hospitality contacts, including location, client contact information, catering menus, etc.
* Inventory and sort hospitality wristbands for each event

**MISCELLANEOUS ROLES:**

* Manage Event Schedule of all Barrett-Jackson sponsor events
* Assist Executive Staff members with miscellaneous tasks
* Aid in the production and implementation of miscellaneous sponsorship/marketing objectives (Barrett-Jackson Collector Car Road Tours, sponsor packet materials, etc.)

This job description in no way states or implies that these are the only duties to be performed by this employee. He or she will be required to follow any other instructions and to perform any other duties requested by his or her supervisor.

**QUALIFICATIONS:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION AND/OR EXPERIENCE:**

* Bachelors degree and strong academic credentials preferred
* Minimum two years’ experience in sponsorship and/or exhibitor sales and support
* Must be organized and able to coordinate several different projects at the same time
* Effective time management, multi-tasking, and problem-solving skills required
* Friendly, customer service-oriented demeanor
* Level headed decision making abilities
* Working knowledge of CRM systems
* Must be able to work independently and as part of a team
* Must be a self starter
* Demonstrated ability to be strategic and solution-oriented
* Ability to work with high demands and expectations
* Exceptional oral and written communication skills
* Must have strong phone etiquette, manners, and positive attitude
* Must be able to remain flexible in the work environment and manage multiple priorities under time constraints in a fast paced environment with strong attention to detail
* Proficient PC skills required, including use of MS Word, Excel, Outlook, PowerPoint and CRM
* Ability to work non-traditional hours during peak auction season
* Must be willing to travel to auction (3-4 times per year, for up to 10 days at a time)

**PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.