



## PARTNERSHIPS ASSOCIATE

**Salary:** Commensurate with experience

**Work Address:** Kentucky Exposition Center  
937 Phillips Ln., Louisville, KY 40209

### KENTUCKY EXPOSITION CENTER

937 Phillips Ln  
Louisville, KY 40209  
Phone: 502.367.5000

### KENTUCKY INTERNATIONAL CONVENTION CENTER

221 S Fourth St  
Louisville, KY 40202  
Phone: 502.595.4381

[www.kyvenues.com](http://www.kyvenues.com)

Kentucky Venues' two major convention and exposition facilities – the Kentucky Exposition Center and the Kentucky International Convention Center – work with regional, national and international clients to host world-class events. Kentucky Venues also produces signature events annually: Kentucky State Fair, World's Championship Horse Show, National Farm Machinery Show, Championship Tractor Pull, North American International Livestock Exposition, and the North American Championship Rodeo.

### **Kentucky Exposition Center:**

The Kentucky Exposition Center (KEC) is one of the largest exposition facilities in North America. It hosts some of the worlds most recognized events and trade shows with 1.2 million square feet of contiguous meeting space. There are 54 flexible meeting rooms, two arenas and 300 acres of outdoor exhibit and demonstration space which is all highly configurable to the specific needs of our clients.

### **Kentucky International Convention Center:**

The Kentucky International Convention Center (KICC) is located in the heart of Downtown Louisville and hosts a full calendar of major conventions, conferences, expositions and private events. KICC reopened in late 2018 after a \$207 million renovation yielding a multitude of eco-conscious designs and pre-function spaces featuring modern glass facades overlooking the cityscape. The facility boasts 200,000 square feet of Class A exhibit space and 52 adaptable meeting rooms.

*Kentucky Venues is governed by the Kentucky State Fair Board.*

Work schedule can include nights, weekends and holidays as required. Benefits include life, health, dental and vision insurances, free parking, paid personal and sick leave, and state employee pension.

### **Job Description:**

The Partnerships Associate develops relationships with prospective sponsors and maintains relationships with current sponsors to grow support for Kentucky Venues partnership and in-house event sponsorships.

WE SET THE STAGE. YOU STEAL THE SHOW.



**Essential Functions** (must be able to perform with or without reasonable accommodations):

- Solicits partners for Kentucky Venues and in-house produced shows.
- Negotiates and writes contracts.
- Prioritizes multiple projects to keep them moving in a timely manner and meets deadlines for event sponsorships needs.
- Provides ongoing, prompt support to sponsors and maintains positive relationships.
- Drafts and channels general correspondence with sponsors and exhibitors to answer questions, resolve issues, and communicate efficiently in a timely and positive manner.
- Works in conjunction with Communications Department to develop and implement detailed marketing plans for Kentucky Venues in-house shows and events.
- Creates marketing plans to include specific advertising, social media, direct marketing, street team marketing, ticket sales strategies, branding and licensing expertise.
- Ensures sponsors receive full benefits of sponsorship outlined within contracts, such as logo placemen, decorator needs, and other special requests.
- Adheres to and exemplifies organizational core values and service expectations.
- Maintains a professional, welcoming and responsive demeanor and addresses inquiries, requests and concerns graciously, discreetly and with a sense of urgency.
- Performs relative duties and manages other responsibilities as assigned.

**Physical and Mental Demands** (must be able to perform with or without reasonable accommodations):

- Consistently remains stationary at a desk or within an office workstation and operates a computer to accomplish a majority of duties and assigned tasks.
- Consistently operates office devices including some or all of, but not limited to: calculators, telephones, copy and fax machines and printers.
- Regularly moves about office areas and multiple acres of facility space, including traversing stairs, ramps, escalators and elevators and often maneuvers through heavily occupied spaces.
- Consistently communicates in person and via email, text and telephone.
- Occasionally moves objects weighing up to 25lbs.
- Consistently functions and works within a moderate-to-high pressure event-driven environment, according to a stringent schedule.

**Work Environment and Hours of Work:**

- Office setting with minimal-to-moderate noise levels as well as an event facility setting with moderate-to-high noise levels where event functions and facility maintenance take place.
- Generally works typical weekday hours, but contingent on event requisites, work hours may include some evenings, early mornings, weekends and holidays.
- Contingent upon event requisites, occasionally works more than 40hpw.
- Limited exposure to various weather conditions, including some or all of, but not limited to: rain, sleet, snow, hail, and extreme cold, heat and humidity.
- Exposure to high-allergen and other atmospheric elements including some or all of, but not limited to: livestock and other animals, hay, dirt, dust, and exhaust fumes.
- Limited exposure to elements and applications of event operations including some or all of, but not limited to: use of heavy and specialized tools, moving vehicles and mechanical equipment and direct contact with chemicals.

**Knowledge, Skills and Abilities:**

Knowledge of

- Administrative and clerical procedures and systems such as word processing, managing files and records, transcription, designing form, and other office procedures and terminology.
- Administration and management principles regarding strategic planning, resource allocation, and coordination of people and resources.
- Organizational and facility policies, procedures and strategies to realize effective and safe operations.
- Customer and guest service principles, industry best practices and quality standards in order to provide outstanding customer and guest service.
- State government and agency regulations and statutes relative to ethics and sponsorship applications.

#### Skilled at

- Conveying clear and concise messages verbally, including in person, and by email, telephone, and in writing, including by email.
- Critical thinking and using sound judgement.
- Decision-making – considering the benefits and detriments of potential actions to choose the most appropriate action.
- Being attentive to details, being resourceful and goal-setting.
- Efficiently using Microsoft Office applications including Excel, Outlook and Word.
- Meeting high standards of service and maintaining effective client relationships.

#### Ability to

- Proficiently understand and apply use of the English language.
- Perform general mathematics and accounting functions.
- Actively listen – give full attention to what is being said, understand points being made and ask questions for clarification.
- Prioritize tasks and responsibilities within specified time constraints.
- Problem-solve – use logic and reasoning to identify alternative approaches and determine effective solutions.
- Maintain a high level of motivation.
- Conduct self in a professional and composed manner.
- Function effectively in moderate to high-pressure situations.
- Type and operate a computer and other office devices including, but not limited to, calculators, telephones, copy and fax machines and printers.
- Work collectively as a team member and take initiative to complete tasks working individually.

#### **Education and Experience:**

- Bachelor's degree or college coursework in business, marketing, communications, public relations or a related field.
- Event management, event production or event coordination experience preferred.

#### **Additional Requirements:**

Applicants of and employees filling this position may be required to submit to a background check.

#### **Application Process:**

Interested applicants should email a letter of interest, a résumé and three professional references to:

Bobby Bell, Director of Expositions  
Kentucky Exposition Center  
[Bobby.Bell@kyvenues.com](mailto:Bobby.Bell@kyvenues.com)

The subject line of the email shall state "Partnerships Associate Vacancy".

*The Commonwealth of Kentucky does not discriminate on the basis of race, color, religion, sex, national origin, sexual orientation, gender identity or expression, ancestry, age, pregnancy or related medical condition, marital or familial status, disability, veteran status, political affiliation, or genetic information in accordance with state and federal laws.*