



## JOB DESCRIPTION

**POSITION TITLE:** Entertainment Manager  
**DEPARTMENT:** Marketing  
**SALARY:** DOQ  
**POSTING DATE:** 11/29/24-12/13/24

**GENERAL DESCRIPTION:** The position requires a high level of communication skills (written and verbal). Works closely with Marketing Director to develop Casino & Resort promotions, entertainment and marketing concepts.

### DUTIES AND RESPONSIBILITIES:

- Responsible for booking all the entertainment, including for the Players Club VIP events.
- Will finalize performance contracts and manage relationships with talent
- Will oversee the day to day operations of events including talent booking
- Will lead a team to ensure the event aligns with the clients vision
- Will monitor adherence to company policies and procedures
- Engage with customers to provide information about events and activities or to resolve complaints
- Other duties as may be assigned

### QUALIFICATIONS:

#### Education, Experience, and Certifications:

- Degree in Mass Communications, Public Relations, Journalism, Advertising, Graphics, or equivalent.
- Two plus years experience in similar position with significant media and customer service.
- Must be able to pass background investigation.

#### Knowledge and Skills:

- Excellent typing skills with accuracy.
- Proficient in word, spreadsheet, and desktop publishing applications.
- Must be flexible and have well-developed interpersonal skills.

#### Environmental Factors and Conditions/Physical Requirements:

- Majority of work is performed in an office environment.
- May be subject to repetitive motion such as typing, data entry and vision to monitor.
- May be exposed to second-hand smoke.

### EMPLOYMENT STATUS:

Permanent, full-time position. 40hours plus as required. Salary: DOQ Includes full benefits, health insurance, retirement and personal time off. Tribal and Indian preference apply.