



JOB DESCRIPTION

POSITION TITLE: Promotions Manager
DEPARTMENT: Marketing
SALARY: 21.00
POSTING DATE: 5/5/26-5/19/26

GENERAL DESCRIPTION:

Will be under the direct supervision of the Director of Marketing. Coordinates, organizes and ensures successful completion of Spirit Lake Casino & Resort's special events and promotions. Participates in the development of same.

DUTIES AND RESPONSIBILITIES:

- Oversees in the development of special events and promotions to be used as a marketing tool for the Casino and restaurants.
- Distributes promotional materials and signage throughout Casino.
- Coordinates and conducts slot tournaments.
- Plans, produces and maintains an ongoing schedule of promotions and special events as outlined in the Casino marketing plan and as directed by the Director of Marketing.
- Develops pro forms for new promotions, reviews the results of each past promotion and makes recommendations for the feasibility of repeating or modifying those promotions.
- Acts as Master of Ceremonies for all casino drawings.
- Completes required paperwork and reporting for contest winners including winners' releases and IRS 1099 forms.
- Oversees expenditures to ensure promotions are performed within budget.
- Books all nonconcert entertainment and coordinates all decorations throughout Casino for themed events.
- Coordinates with all departments on all Spirit Lake Casino & Resort Promotions.
- Other duties as assigned by Director of Marketing or General Manager.

RELATIONSHIP TO OTHER DEPARTMENTS/ORGANIZATIONAL ENTITIES:

- Works as a team member of the Marketing Department.
- Works and communicates with the Accounting Department to ensure the proper forms/paperwork is completed.
- Works and communicates with all departments of the Casino to disseminate information regarding all upcoming events and promotions to the team member population so that they are equipped to address customer concerns and promote the Casino experience.

QUALIFICATIONS:

- Must have a High School Diploma or G.E.D. Equivalent. 2-year degree preferred.
- Must have at least one year gaming experience.
- Must have public speaking experience.
- Computer experience including Microsoft Word, Excel, Publisher preferred.
- Graphic design experience preferred.
- Congenial disposition and team player attitude required.
- Broad variety of tasks and deadlines requires an irregular work schedule.
- Must be detail oriented and have effective communication skills.
- Computer experience including Microsoft Word and Excel.
- Must maintain a valid North Dakota Driver's License.
- Must be eligible for a gaming license and consent to a background check.

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