

PARAGON CASINO RESORT

Job Description

SPECIAL EVENTS SUPERVISOR

Department:	Marketing	Reports to:	Director of Marketing Programs
Job Code:	SUP11	License:	Gaming
Position Code:	SUP033	Costing:	800 8500 8517
Pay Grade:	E8	Date:	10/5/19
EEO-1 Code:			

SUMMARY:

Responsible for creating, coordinating, implementing and evaluating all special events and promotions as well as development of associates in the areas of Special Events and Promotions.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

- Designs, develops and implements all special events and promotions, including, but not limited to Slot and Table Game tournaments, promotion drawings, and player parties and gift events.
- Creates and submits proposals and pro-forma approvals for all promotions and special events for various departments, including but not limited to Special Events, Promotions, Public Relations, Food & Beverage, Golf and Gaming to management and the Tunica-Biloxi Gaming Commission for approval.
- Coordinates the selection and purchase of promotion prizes and gifts.
- Reviews and evaluates special events and promotions.
- Submits various work orders for special events and promotions.
- Reviews monthly Special Events and Promotions financial statements for accuracy and reports on variances and opportunities for cost effectiveness.
- Plans yearly Special Events and Promotions departmental budgets and ensures maximum utilization of that budget by cost-analysis of each event and promotion.
- Coordinates communication of timely and accurate details of special events and promotions to all associates on property.
- Maintains direct communication and interaction with casino management and associates, ensuring the correct and timely execution of event and promotion activities based on approved company policies and procedures.
- Coordinates and submits all necessary documentation and reporting of promotional prizes distribution with the accounting department and the gaming commission.
- Updates and distributes a Marketing Calendar on an on-going basis for the in-depth review of upper management.
- Coordinates preparation of a monthly activity summary of special events and promotions.

- Held accountable, to a high degree, for the thoroughness and accuracy of departmental records and reports and for maintaining an exceptional level of guest service and satisfaction.
- Performs other duties as assigned.

Paragon Casino Resort requires all Associates to consistently:

- To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.
- Exceed Guests expectations with quality and friendly service.
- Treat all Associates and Guests with respect, dignity, integrity and sensitivity.
- Provide a safe working environment by complying with safety rules and reporting potential hazards.
- Comply with company performance standards and departmental policy and practices.
- Demonstrate pride and professionalism for the property, its goals and the Associate Pledge.
- Support training and development for all Associates.
- Communicate and share ideas, concerns and explain “Why” behind decisions.
- Maintain a consistent, regular attendance record.

SUPERVISORY RESPONSIBILITIES:

Supervises the activities of the Special Events team to ensure all projects are completed in a timely manner.

REQUISITE QUALIFICATIONS:

The requisite qualifications listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience: 2 years of casino experience, supervisory experience, and previous special event experience required. Knowledge of software to include IGT, MGT, RA Floor Monitor required.

Qualifications: Must have the ability to effectively perform job responsibilities without supervision. Must be computer literate with proficiency in Microsoft Word and Excel. Must possess excellent communication, organizational and analytical skills. Must be able to effectively resolve problems, based on common sense of reasoning ability, as well as knowledge of established company policies. Must possess knowledge of marketing principles and systems, analytical and operating reporting will be required. Must be extremely people oriented. Must have creative skills. Must be very flexible with varying work schedules.

Must apply for, be granted and retain a valid Tribal Gaming License and State Gaming Certification during their employment with Paragon Casino Resort. Must have understanding of and abide by all regulations as stated in the Tribal-State Compact.

Language Skills: Ability to read, analyze, and interpret documents, such as financial reports, legal documents, safety rules, operating and maintenance instructions and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of guests or associates of the organization. Ability to effectively present information to and respond to questions and/or complaints from Associates, Guests and the general public.

Mathematical Skills: Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions, and decimals, and works with mathematical concepts.

Reasoning Ability: Ability to apply commonsense understanding to carry out instructions furnished in written, oral or diagram form. Ability to define problems, collect data, establish facts and draw valid conclusions using several variable and concrete variables. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form.

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

While performing the duties, the Associate is regularly required to talk or hear. The Associate is also regularly required to stand; walk; sit; and use hands to finger, handle, or feel objects, tools or controls. The Associate is occasionally required to reach with hands and arms, and to sit; climb or balance; and stoop, kneel, crouch or crawl.

The Associate must frequently lift and/or move up to twenty-five (25) pounds.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an Associate encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate. When on the casino floor, the noise level increases to loud. The casino environment is usually smoky.