

Position: **Account and Public Relations Executive**

Start Date: August 2022

Employment Type: Full-Time

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## **POSITION SUMMARY**

Skyline Social and Games is looking for an Account and Public Relations Executive to help grow our business. The ideal candidate will be innovative, entrepreneurial, and eager to make suggestions. The primary duty of this role is to network and recruit guests to our business. Being outgoing and friendly is a must, as Skyline Social and Games is focused on providing the ultimate guest experience. Growth should be important to you because as a management team, our goal is to become the best FEC (Family Entertainment Center) in the Midwest. Company culture is one of our highest values, and positive energy is important to us. If you are energized by a challenge and are looking for an opportunity to bring our business to the next level, then we warmly welcome you to our team.

## **RESPONSIBILITIES**

- Generate leads via in-person sales
  - Understand guest experience and optimize process
  - Generate leads for event bookings
  - Drive revenue in-person with event sales
  - Outreach and growth for sponsorships and external advertisements
- Establish and maintain relationships
  - Establish and maintain relationships within the community and business partners
  - Generate trade outs with preferred partners
  - Organize, deliver, and communicate donations
  - Follow up with guest/host after event
  - Review event and guest feedback weekly
- Communicate lead management process
  - Reserve date, time, and location for each new event organized to our standard
  - Decide on relevant tools needed to streamline converting leads to bookings
  - Communicate and follow up on lead prospects
- Represent Skyline within the community
  - Attend networking events to establish relationship and share Skyline's offerings
  - Proactive communication to stay top of mind
- Coordinate Public Relations outreach
  - Write press releases
  - Establish media relations
  - Proactively schedule press interview

## **QUALIFICATIONS & REQUIREMENTS**

- Excellent organization & communication skills
- Detail-oriented and proactive
- Demonstrated ability to work independently on multiple projects and work collaboratively within a team
- Ability to multitask and prioritize projects based on deadlines
- Takes pride in work
- 3 years of sales background preferred
- Familiar with the community is preferred

## **COMPENSATION**

- Salaried position (base salary of \$45,000/year)

- Commission-based incentive program that could earn up to \$100,000/year including salary
- Medical plan
- Retirement savings plan with employer match
- Paid time off, paid maternity leave, and paid holiday to spend time with friends and family
  - Including: Christmas Day, Memorial Day, Independence Day and Labor Day
- Free & discounted entertainment
- Meal Compensation Plan

### **APPLICATION PROCESS**

Please email the following to the email address attached below:

- Cover Letter
- Resume
- Three Professional References

### **JOB DETAILS**

Application Deadline: Friday, July 22nd

Shifts: Flexible schedule, mostly weekdays with some weeknights

### **ABOUT SKYLINE SOCIAL & GAMES**

Summer season: <https://youtu.be/VtKHN5O2d50>

Winter season: <https://youtu.be/DhG3QlzTSc0>

### **CONTACT INFORMATION**

[info@skylinesocialandgames.com](mailto:info@skylinesocialandgames.com)

4894 Miller Trunk Hwy

Duluth, MN 55811

218-727-8555