

Video West, Inc. is a full service Audio Visual Rental and Staging Company headquartered in Phoenix, Arizona. We are looking for an experienced Account Executive to join our Team in Phoenix.

Audio Visual Sales Executive - Business Development/Senior Account Manager

12/1/2021 Job Description

Position Overview:

Responsible for growing audio/visual revenue and profitability while maximizing customer satisfaction from pre-event planning through post-event phases of service. The role is sales driven for new accounts and managing existing client base. Must have strong audio visual industry experience, with skills in sales, basic show design, and labor management. This is a position that requires leadership, collaboration, technical knowledge, interpersonal skills, and comfort and confidence with client face to face presentations. Position requires travel and flexible hours.

Primary Responsibilities:

- Business Development: Cold calling, solicitation, in person sales calls, and networking skills are a must. Have loyal repeat customers that could potentially follow where appropriate.
- Generate, design/build sales of audiovisual to local, regional and national accounts.
- Find, develop, and or maintain client/customer relationships with producers, event planners, meeting professionals, their staff, and their event production team.
- Work in a team environment with a positive attitude and good demeanor. Collaborate with Video West technical and creative teams as well as our Partner/Vendors to ensure that event objectives are met in order to maintain long-term client loyalty and satisfaction.
- Understand RFPs and create proposals. Utilize Account Executive Checklist for all Bid/Proposals.
- Work effectively with internal staff to ensure event objectives are met.
- Create and track budgets to ensure revenue and expenses are kept within established boundaries.
- Work with a variety of venues and vendors for events. Labor Union negotiation skills are a plus.
- Ensure all logistical details including room set-up, audio-visual, transportation, housing, and food and beverage for crews are planned effectively.
- Provide day-to-day operational support for the client(s) and other team members as required.
- Monitor event activities in order to ensure compliance with applicable regulations and laws, satisfaction of participants, and resolution of any problems that arise.
- Conduct post-event evaluations to determine how future events could be improved.

Qualifications and Attributes:

- Proven track record with a minimum of 3 years of experience in corporate audio/visual sales, AV Project Management, and or Hotel AV experience. Ability to manage multiple overlapping projects.
- Requires strong organizational skills and writing skills necessary to create detailed proposals. Verbal and presentation skills are required to pitch ideas, present proposals, and achieve productive client and employee interaction.
- Knowledge of audiovisual equipment, display and video conferencing equipment, applications and functionality.
- Ability to read rigging plots and CAD drawings. CAD and Rendering skills preferred.
- Aptitude to estimate freelance labor and work with subcontractors.
- Previous experience as a Project Manager and Stage Manager is preferred.
- Knowledge of Microsoft Office Suite (PowerPoint, Excel) and have the ability to use industry specific inventory and bidding software such as R2.
- Utilize your level of experience in this industry to serve as a role model/mentor to other employees.
- COVID-19 Vaccine Mandatory, proof required.