



## **Job Posting Notification**

**Job Title:** Marketing Manager  
**Reports to:** Director of Marketing  
**Work Location:** Tulsa, Oklahoma

### **Position Summary**

The Marketing Manager is responsible for the overall production and management of trade shows, exhibitions sponsored by Native American Tribes, associations and professional societies, management of business to business and business to consumer advertising to VGT audiences, and management of VGT promotional merchandise and signage provided by VGT Marketing to customers, associates and vendors.

### **Essential Duties and Responsibilities**

- Work with internal and external associates on executing tradeshow, meetings, marketing communications, and promotional merchandise programs
- Manage internal and external associates in the administration and coordination of all tradeshow, marketing communication and promotional merchandise related logistics including show services, marketing materials, accommodations, transportation, badge registrations, on-site services, technical services, booth set up/tear down, product placement, creation and placement of marketing communications, and creation and utilization of promotional merchandise
- Conduct pre-planning meetings to develop timeline, product lists, attendee lists, theme, advertising placements, promotional merchandise selections and all logistical needs
- Oversee the shipping of all tradeshow materials, including booths, graphics, displays, literature and product inventory.
- Manage the budget of all trade shows, marketing communications, and promotional merchandise
- Identify optimal, cost effective use of tradeshow, marketing placement, and promotional merchandise investments
- Provide analytical thinking and written summaries evaluating tradeshow, marketing communications, and promotional merchandise program success and future opportunities for improvement
- Manage support staff
- Manage vendors and vendor contracts

- Other duties as may be assigned

### **Knowledge and Skills Requirements**

- Customer Focused
- Communications (oral and written)
- Interpersonal
- Teamwork
- Adaptability/Flexibility
- Quality Control
- Planning and Organizing
- Decision Making
- Statistical Analysis/Statistical Modeling
- Analyzing Information/Problem Solving
- Initiative
- Microsoft Office (Word, Excel, Visio etc.)
- Safety

### **Education, Work Experience, and other Qualifications**

- Bachelor's degree in Marketing, Sales, Advertising or Business
- A minimum of five years experience managing tradeshow, marketing communications, and promotional merchandise programs or programs of equivalent nature and complexity in the advertising and marketing fields
- Must have excellent PC skills including familiarity with Outlook, Access, Word, Excel, PowerPoint, etc
- Must be able to travel up to 10% of the time
- Must be eligible to obtain gaming licenses, if required, to work with various casino locations and tribes
- Must have and maintain satisfactory motor vehicle report

### **Physical Demands**

- Sitting/Standing/Walking: Approximately 75% of time is spent seated while working at a desk or in a meeting. Balance of time is spent standing or moving between work areas while performing other job duties
- Must be able to lift and move 30 pounds short distances with or without mechanical aid.

- Speak/Hear: Cultural and/or regional accents are acceptable. Clear diction and acute hearing are necessary for effective communication with associates, co-workers and clients
- Vision: Corrected vision close to 20/20 is necessary for automobile and other travel responsibilities associated with position
- Reading/Handling: Incumbent should be able to retrieve and work with appropriate reports, paperwork, tools, and supplies as necessary

### **Work Environment**

Work and office area is primarily a climate controlled environment. While performing duties outside the normal responsibilities of the position, the associate may be exposed to a smoking environment with noise levels ranging from quite to loud. The associate may also occasionally be exposed to adverse weather conditions. Working conditions may also occasionally consist of moving and working around customers of casinos.

Qualified and interested persons should send resume and cover letter to [ResumesOK@vgt.net](mailto:ResumesOK@vgt.net) stating the position title in the subject line. Please include salary requirements. Only candidates selected for consideration will be contacted. No phone calls please.

**VGT is an Equal Opportunity Employer**