



## **Job Posting Notification**

**Position:** Marketing Manager (Promotions)

**Position Location:** Tulsa, OK

**Contact:** ResumesOK@vgt.net

### **Position Summary**

The Promotions Manager is responsible for the development, staff management, vendor management, execution management, budget management, and evaluation of activities related to marketing promotions funded by VGT for Native American Tribes, Charitable organizations, Commercial Casinos, and Racinos.

### **Key Performance Competencies**

- Customer/Client Focused
- Communication (Oral and Written)
- Interpersonal Skills
- Teamwork/Collaboration
- Adaptable/Flexible
- Planning and Organizing
- Quality Control
- Decision Making
- Analyzing Information/Problem Solving/
- Initiative
- Statistical Analysis/Statistical Modeling
- Microsoft Programs i.e. Word, Excel, Visio, etc.
- Safety

### **Essential Duties and Responsibilities**

- Work with internal and external associates on executing marketing promotions.
- Manage internal and external associates in the administration and coordination of all marketing promotion related logistics including development of promotional proposals, promotional rules, promotional prize structures, promotions schedule, promotional props, promotional signage, character actors, promotional budgets, promotional related client relationships, promotional problem solving, staff training, and promotional evaluation.
- Conduct pre-planning meetings to develop promotional strategies, promotional tactics, promotional calendar, promotional budgets, staff training, and utilization of outside vendors for actors, signage, promotional giveaways, and promotional media support including direct mail.
- Oversee the management of promotional inventory including sets, props, costumes, promotional giveaways, and vehicle fleet.
- Manage the budget of all marketing promotions with special attention to prize budgets, promotional giveaways, promotional signage, and promotion support media.
- Identify optimal, cost effective use of marketing promotion investments to insure greatest increases in WPUPD ROI.

- On an ongoing basis, provide analytical thinking and written summaries evaluating promotional current practices and SWOT analysis to create promotional best practices.
- Manage support staff
- Manage vendors and vendor contracts
- Other duties as may be assigned

### **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 quiet 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.

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

- Bachelor's degree in Marketing, Advertising or Business. A minimum of five years experience managing marketing promotions, special events, sales promotions, marketing communications, and consumer contests 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 20% 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.

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.**

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