

# **SAC & FOX CASINO POSITION DESCRIPTION**

**POSITION TITLE:** Marketing Assistant

**DEPARTMENT:** Marketing

**STATUS:** Full time Regular Employment

**SALARY RANGE:** 22

**LEVEL OF RESPONSIBILITY:** Reports to Marketing Director

**DESCRIPTION OF WORK:**

Assists with all aspects of developing and implementing sources and vendors for advertising, promotions, materials, ad productions, and special events.

**SPECIFIC RESPONSIBILITIES:**

1. Assists in organizing special events such as opening, anniversaries and expansions.
2. Prepare for the event center for major events. Decorations, signage, etc.
3. Assists in expanding in-house promotions, direct mail, p.o.p materials, brochures and customer relations.
4. Assist in development of yearly marketing plans.
5. Protect confidential materials with respect at all times.
6. Ensure that department employees market Sac & Fox Casino by promoting the facilities, services, programs and events.
7. Provide operational support for Players Club and Executive Hosts.
8. Prepare monthly status report for Director of Marketing.
9. Provide complimentaries for restaurants, hotel and gift shop based on established procedures.
10. Support back office, Director of Marketing with marketing programs and special projects.

**MINIMUM QUALIFICATIONS:**

**EDUCATION:** High school diploma or equivalent. Related experience may be substituted for the degree on a year for year basis.

**EXPERIENCE:** Two years experience in marketing and/or public relations background.

**KNOWLEDGE/ABILITY/SKILLS:**

- Ability to deal **POSITIVELY** with **MEDIA**
- **REPRESENTATIVES** and the **GENERAL PUBLIC** A **MUST**.
- Skill in communicating verbally and in writing.
- Ability to operate PC.
- Knowledge of desktop publishing and word processing software.
- Prior supervisory and management experience or the motivation to
- Learn
- Positive attitude
- Cooperative and able to take direction, follow through on assignments
- Flexibility in scheduling
- Leadership skills
- Strong organizational skills
- Administration and Project skills
- Strong problem solving and decision making skills
- Ability to work on multiple tasks at the same time

**NECESSARY SPECIAL REQUIREMENTS:** Responsible for compliance with the Casino's Internal Control Policy and Procedure as it relates to the positions stated job description.

**OCCUPATIONAL HAZARD:** In the Entertainment Industry, one may be subject to a work environment containing excessive noise, smoke and stress.

This description is an accurate representation of the duties and requirements of the position.