

## **Noise New Media**

### Sales and Marketing Coordinator

Location: Remote

Offices: Nashville and Houston

[noisewnewmedia.com](http://noisewnewmedia.com)

Apply: [mark@noisewnewmedia.com](mailto:mark@noisewnewmedia.com)

### **Noise New Media**

For over 15 years, Noise New Media has been the leading digital marketing partner for North America's largest fairs, festivals, comedy clubs, and live event spaces. We are looking for an individual to help lead sales & marketing efforts for our team of experts as we expand our client-oriented and results-driven approach to digital event marketing.

Salary: \$50K - \$55K

### **Responsibilities**

#### Sales

- Assist with the planning, implementation, and reporting of Sales projects as assigned by Management.
- Assist with the pitch/proposal process alongside Sales Director: effort includes research, strategy, draft and edit written materials, contribute to oral presentations, creation of PowerPoint slides and delivering initial engagement documents
- Schedule calls with sales prospects and manage calendars
- Tracks upcoming contract renewals

- Manages overall proposals and sales timelines
- Take extensive notes during sales calls and update internal CRM systems
- Perform general sales and administrative support tasks as needed.
- Perform internal system maintenance as needed.

## **Marketing**

- Manage all Noise New Media social media channels including Facebook, Instagram, LinkedIn, Twitter
- Under the direction of Managing Partners, maintain a monthly content calendar and execute posting accordingly
- Create relevant, timely, engaging brand safe content for Noise New Media
- With direction from Managing Partners, write long form copy for email newsletters, blog posts and contributing articles
- Manage the Noise New Media website
- Attend events in person and online and develop relationships across industry organizations
- Serve as the key contact with the Noise team in developing targeted PR efforts and plans.
- Pitch Noise New Media stories and speaking appearances to industry magazines and media outlets
- Participate in long-range planning, public relations, and business development strategies.
- Assist with the execution of marketing and business development strategies, plans and projects, including the tracking and follow-up of specific efforts; taking ownership from inception through implementation.

- Monitor potential new business opportunities by researching industry and related events, publications, internet, and other various resources.
- Assist in creating marketing and business development collateral
- Assist in developing and producing conference materials
- Travel to and assist at conferences as needed
- Add creative value to all marketing materials and enhance the graphic/visual appeal of Noise New Media assets

### **Requirements:**

- Bachelor's Degree in Communications, English, Graphic Design, Marketing, Business Administration or related field from an accredited college or university or demonstrated equivalent experience.
- Preferred: 2+ years experience in the entertainment, live events industry or related professional service industry in business development, marketing, sales or proposal development role.
- Results Focus – Output Orientation
- Sales/Persuasion/Influence Skills
- Adaptability/Flexibility
- Handling Conflict or Difficult People
- Team Orientation
- Time Management
- Timeliness/Attendance
- Proficiency in Photoshop, Google Slides, Powerpoint
- Excellent oral and written communication skills.
- Ability to proofread and edit technical content.
- Excellent time management and organizational skills.
- Self-directed and able to prioritize, multi-task, and deliver high-quality work under accelerated timelines.

- Preferred experience with Monday.com project management software