



## County of Wayne Human Resources Department

134 North John Street  
Goldsboro, NC 27534

(919) 705-1882  
Fax (919) 731-1628

### **Employment Opportunity**

Attention Applicants: Applications must be submitted to the Human Resources Department in person at the above noted address, or by fax to 919-731-1628, or electronically using the online application form to [Ginger.Moore@waynegov.com](mailto:Ginger.Moore@waynegov.com). Application forms are available in the Human Resources Department and online at [www.waynegov.com](http://www.waynegov.com). Applicants may submit a resume; however, resumes are not accepted in lieu of a completed employment application. All applicants will be contacted regarding the status of submitted applications. Criminal background checks will be performed.

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**Position Title:** Sales and Marketing Director (Maxwell Regional Agricultural and Convention Center)

**Salary Grade:** \$38,000 - \$42,000 annually Based on Experience

**Key Duties:** Under limited supervision, assists the Venue Director in planning, directing, and managing the day-to-day operations of the Maxwell Regional Agricultural and Convention Center (MRACC) including sales and marketing, finance, event services, operations, housekeeping, and guest services. Sales and Marketing Director will assist in the overall execution of MRACC's sales initiatives for all categories, including but not limited to, banquets, weddings, reunions, fundraisers, conferences, conventions, training classes, corporate meetings, consumer exhibit shows, and other public, private, or non-profit assemblies of any type. Evaluate and develop recommendations to improve organizational administration, procedures, policies, and programs. The Sales and Marketing Director will be active in the community and participate in community events.

**Knowledge and Skill Requirements:** Bachelor's Degree from an accredited college or university in public assembly facility management, hospitality management, business administration or a related field; Five (5) years of increasingly responsible experience in professional convention center/hospitality industry management, with at least two (2) years of direct supervisory experience at the department director level; OR other combinations of experience and education that meet these requirements. Must possess, or be willing to possess, a current CPR certificate and a valid North Carolina driver's license

**The County of Wayne is an Equal Opportunity Employer  
Pre-Employment Drug Screen is required**