

JOB POSTING: EVENT MARKETING ASSISTANT

Company Profile

Nei-Turner Media Group publishes high quality, regional tourism guides and lifestyle magazines for niche audiences, with offices in Lake Geneva and Madison. Nei-Turner publishes many of the major visitors guides in the state, including the *Greater Madison Visitors Guide*, the *Minocqua Area Visitors Guide* and the *Lake Geneva Official Visitors Magazine*. The company also publishes a suite of magazines that were launched or acquired, including *The Celebration Society*, *Wisconsin Meetings*, *At The Lake* magazine, *Experience Wisconsin*, *Experience Michigan*, *Lakeshore Living* and *BRAVA Magazine*.

In addition, Nei-Turner produces many consumer events, including the BRAVA Thrive Conference, Madison Women's Expo, Madison Well Expo, Madison Kids Expo, Milwaukee Kids Expo, Lake Geneva Kids Expo, and Chicago Kids Expo.

Job Summary

Nei-Turner Media Group has an immediate opening for a part time **Event Marketing Assistant** to join our team in Lake Geneva. This position will help sell booths and sponsorships for our events (mainly via phone and email) and prospect for leads, while assisting with event logistics, vendor communications and marketing.

The perfect candidate is a self-starter, computer savvy, and a well-disciplined individual who wishes to over-deliver and contribute to the future growth and development of our events. If you are a parent looking to re-enter the workforce, we can offer a very flexible part time schedule, with school holidays and summers off! If you enjoy detailed work, while minding the big picture, this is the job for you!

Qualifications:

- Exceptional customer service skills, willing to spend time with each vendor to answer their questions.
- Previous sales experience a plus but not required
- Strong time management and organizational skills
- Enthusiasm to tackle a to-do list and finish it on time with minimal hand-holding.

Nei-Turner Media Group strives to support and inspire all of its employees, challenging them to achieve their best work and to meet and surpass their own personal goals. If you have a passion for organizing events and sales, and would like to work in a fun, fast-paced, and exciting atmosphere, please consider joining our team. We are always seeking talented, motivated team members willing to go the extra mile.

Please submit your resume to Barb Krause at bak@ntmediagroup.com, or call 262-729-4471 extension 103 with questions about this position.