



Memo

To: Personnel and Finance Chair and Committee Members

From: Adam Heffron – Center Executive Director

Date: November 10, 2022

Re: Request to fill vacant 1.0 Sales Coordinator position

County Ordinance 29.52 (15) requires the Personnel and Finance Committee and the County Executive to approve filling positions which are vacant for longer than six (6) months. The Alliant Energy Center is respectfully seeking approval to fill its funded 1.0 FTE Sales Coordinator position (Position #3287). Through help from the County Board and subsequent adoption by the County Executive, this position remains fully funded through the recent budget process.

1. What is the nature of the work or what is the essential function of the position?

This person will perform sales functions for the AEC. This will include all aspects of client relationships – taking calls, holding site visits, drafting contracts, conveying rules and regulations, debriefing after events, and developing long-term relationships.

2. How has this function been fulfilled without this position?

From August 2021 to present the Executive Director, Deputy Director – Administration and Finance and Booking Clerk have filled this role. None of these positions has been dedicated to this purpose.

3. What will be the impact on the Department's function and mission if the position remains vacant?

This position being filled is crucial to our business as we must sell and book events in order to remain operational. We were closed for 15 months due to the pandemic and in that time, we were not selling as we emerge from the acute phase of the pandemic and work to reestablish our event schedule, having sales staff dedicated to providing time and attention to clients is crucial. This role will remain crucial as we deepen and extend relationships with our clients to provide the highest possible level of service to all who choose the AEC as their venue.