

Rail Events Incorporated Job Posting



If you are looking for an opportunity to work on unique and exciting events across the country, that provide families memories that will last a lifetime, don't delay in finding out more about this position with [Rail Events Incorporated](#). This is an exceptional opportunity to grow with REI and [American Heritage Railways](#).

After reviewing the job description, if this is a position that you would like to interview for, please email your resume and a separate cover letter in a Word or PDF document specifically addressing why you could be our candidate of choice for this position along with salary requirement/expectation to recruiting@americanheritagerailways.com. Posting will be open until filled. EOE.

Position: Licensing Manager
Type of Position: Exempt/Salaried
Employee Classification: Regular
Reports To: General Manager
Location: Durango, Colorado

Job Summary: The Licensing Manager is responsible for the sales, support, execution, and oversight of all activities related to the growth and maintenance of one or more licensed hosts that Rail Events is engaged with. This individual will engage in regular communications with our clients (Licensed Host Railroads), and assist in planning and execution of their events with our licensed brands. The Licensing Manager will assist in new event development and occasional work with Rail Events Productions and other American Heritage Railways entities in the course of duties.

Essential Duties and Responsibilities Include:

- Develop working relationships with multiple event Host Railroads, both domestic and international
- Research, sell, and support branded railroad related events and intellectual property to potential clients
- Create healthy relationships and communication with Host railroads and key members of the tourist railroad industry
- Assist Host Railroads in the planning and execution of events at their venues
- Assist with client business initiatives
- Assist team in maintaining a CRM and partner status updates/ projections
- Study and memorize key components of contractual client obligations and assist clients in compliance measures
- Work with marketing department to develop tools for host railroads and for national brand exposure
- Maintain clean and current records of ongoing communications with clients
- Troubleshoot obstacles in event design and implementation by identifying strengths and risks for clients and potential clients
- Assist in the maintenance and periodic review of internal procedures and efficiency
- Be willing to travel to various locations across the US, Canada, and Europe
- Travel extensively around the holiday periods. May work onsite at various venues as needed with REI and REP
- Take a leading role in the Annual Event Enhancement Camp including teach and leading groups
- Research and review potential new potential Host Railroad sites
- Recruit new potential Host Railroads
- Attend various trade shows and other sales outreach opportunity events throughout the year
- Review surveys and customer feedback for Host's events
- Work with Resident Designer to ensure each Host Railroad event is equipped with all elements in the Event Guidelines.
- Other Duties as assigned

Education, Skill and Work Experience Requirements:

- Proficiency in exceptional customer service and follow up with outside clients
- Proficiency in budget management
- Practical experience in basic event logistics, design, and execution
- Bachelors Degree in fields related to sales or business management or three years relevant work experience
- Possess an engaging, well-spoken manner in personal communications
- Ability to assist in the research and sourcing of products related to events and related activities
- Possess fundamental project management skills
- Self-motivation and attention to the execution and timeline of project related tasks
- Proficient writing and editing skills for sales materials
- Ability to comprehend and communicate contractual legal language
- Experience in the leadership and mentoring role with clients and peers
- Proficient in common office computer programs including Word, Excel, and Power Point
- Possess or be able to obtain a US passport

Date Posted: 3/19/19