JOB TITLE: Event Sales Manager

REPORTS TO: Associate Director of Event Sales

DEPARTMENT: Special Events
FSLA: Exempt
EMPLOYEE STATUS: Regular/Full-time

JOB PURPOSE:
To solicit, contract and coordinate events for the Woodruff Arts Center including the High Museum of Art with a primary focus on social events, weddings, non-profits and the education market.

WORK SCHEDULE:
Primarily Tuesday-Saturday, 9am-5pm or based upon event schedule; some nights, weekends, and holidays.

ESSENTIAL DUTIES AND RESPONSIBILITIES INCLUDE THE FOLLOWING:
1. Serves as a sales consultant for event space, décor, AV and event services for assigned events and meetings including lectures, exhibits, galas, receptions, dinners, and educational programs. Events would be in the Memorial Arts Building spaces, Table 1280, and the High Museum of Art. Manages all aspects of event load-in and load-outs.
2. Actively solicits external prospects for event space rental and services. Follows up on inquiry leads and repeat event and meeting business for all Woodruff Arts Center Art Partners. Market segments include social/weddings market, education, non-profits and others as assigned by the associate director.
3. Acts as key liaison between WAC event services department and on-site food service provider.
4. Produces sales forecasts, weekly and month-end reporting as required.
5. Responsible for contracting and billing of all events including proposals, contracts, timelines, and event invoices using the Reserve system.
6. Attends all planning meetings for events.

QUALIFICATIONS:
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill,
and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION/EXPERIENCE:**
- Bachelor's degree from a four-year college or university, preferably in hospitality, marketing, business or related field;
- 2-3 years related experience in event planning, hospitality industry, and/or facility management/sales.
- Venue sales experience a must. Hotel sales experience preferred.

**ADDITIONAL SKILLS AND ABILITIES:**
- Must have outstanding interpersonal skills.
- Must have ability to achieve annual revenue goals.
- Must be very well organized and able to follow through on details.
- Must be highly self motivated and able to work with little or no supervision.
- Must be proficient at using Microsoft Office, including Outlook and Excel.
- Must be proficient at using sales automation, event reservation systems; Reserve experience preferred.
- Must be available to work evenings and weekends as needed.

**LANGUAGE SKILLS:**
- Ability to write correspondence and reports.
- Ability to communicate effectively and concisely with clients, volunteers, sponsors, vendors and employees, in person and on the telephone.

**MATHEMATICAL SKILLS:**
- Experience in bookkeeping preferred.
- Ability to compute rates and percentages, to present information in report form and to maintain departmental records.

**REASONING ABILITY:**
- Ability to solve practical problems and prioritize needs in a variety of situations where standardization is limited and immediate decisions are necessary.
- Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form.

**PHYSICAL DEMANDS/WORK ENVIRONMENT:**
The work environment and physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- Some standing, walking, bending, frequent use of hands, stooping and light lifting (at least 10 pounds) is needed.
- The noise level in the work environment is usually moderate.