



# Partnerships & Special Events Coordinator

**Organization:** THEMUSEUM

**Division:** Sales, Partnerships, Special Events

**Job Term:** Full-time, beginning ASAP

**Posted On:** Thursday, April 20, 2017

**Posting End Date:** Friday, May 5, 2017 at 5:00pm

## Job Summary

Reporting to the Senior Director of Sales & Operations, the Partnerships & Special Events Coordinator has a key role in producing revenue through third party rental sales, group sales, birthday parties, and special events. Part of a team of coordinators, the candidate provides support to the team through a strong commitment to customer service, growing and supporting THEMUSEUM to increase revenue through its mission, vision and values.

## Key Responsibilities

- Promote large group sales by providing visitors with pricing, exhibit information, and THEMUSEUM amenities through inbound, outbound, and in person sales inquiries
- Utilize THEMUSEUM marketing materials to sell facility rentals including rental packages specifically around current exhibits, corporate functions, weddings, conferences, fundraisers and general community events
- Coordinate facility rentals by completing contracts and ensuring the client is provided with all relevant information regarding THEMUSEUM's policies and overall effective use of the facility
- Execute each facility rental or special event on-site and enforce policies and procedures
- Liaise with external and internal suppliers to ensure proper set up of each event
- Establish working relationships with relevant service providers to ensure smooth delivery of their support for events at THEMUSEUM
- Assist Director with special event development, planning and execution
- Attend sales and networking opportunities to increase professional development
- Facilitate birthday party bookings providing pricing, timing and overall coordination of visit
- Complete administrative duties including contracts, invoicing, filing, event summaries, etc
- Create and maintain client lists for sales through phone and email for all sales objectives
- Maintain knowledge of the Point of Sale system to complete invoicing and payment procedures
- Schedule follow up phone calls with potential clients on a weekly basis
- Maintain sales reports weekly
- Adhere to and maintain policies and procedures as they pertain to the job
- Stay current with all relevant industry information as it applies to the total job responsibility on an ongoing basis
- Ensure Health and Safety training schedule is maintained and current
- Take part in the JHS Committee for THEMUSEUM
- Maintain a personal career growth track as negotiated with immediate supervisor annually

## **Knowledge, Skills and Abilities**

- Event Planning diploma and/or certificate or equivalent work experience would be an asset
- Exceptional interpersonal and relationship management skills
- Self-starter and a team player who is resourceful and experienced in their problem solving abilities and not afraid to “roll up their sleeves”
- Excellent time management skills with a highly organized approach to task completion
- Detail oriented with strong analytical skills
- Strong written and verbal communication skills – able to understand and be understood
- Ability to work independently in a sometimes demanding environment with limited resources
- Availability for frequent evening and weekend shifts
- Willingness to learn
- Creativity!!
- Smart Serve license & First Aid Certification

## **About THEMUSEUM**

THEMUSEUM’s vision is to awe, inspire and enlighten and as such stages permanent and travelling exhibitions for both children and adults. Located in downtown Kitchener, THEMUSEUM is a charitable organization in an emerging field in Canada. THEMUSEUM offers a unique blend of art and technology at play and provides an opportunity for children and adults to learn in a fun, imaginative, non-traditional, creative environment. We encourage you to visit our website at [www.THEMUSEUM.ca](http://www.THEMUSEUM.ca)

Please forward cover letter and resume to [Andrea.Jimenez@THEMUSEUM.ca](mailto:Andrea.Jimenez@THEMUSEUM.ca) no later than May 5, 2017 at 5pm.