

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

Please forward cover letter and resume to Andrea.Jimenez@THEMUSEUM.ca no later than May 5, 2017 at 5pm.