

Briscoe Western Art Museum – San Antonio, Texas

Position Description

Sales and Events Supervisor

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| Reports To: | Senior Director of Operations |
| Department: | Pavilion |
| Fair Labor Standard Act Status: | Exempt salaried position |
| Compensation: | Starting \$43,000 annually + sales commission |

POSITION SUMMARY

The Sales and Events Supervisor is responsible for the event sales and coordination of venue events in the Briscoe Western Art Museum and the Jack Guenther Pavilion by coordinating with the client and approved vendors.

The Briscoe Western Art Museum encompasses an approximately one and one-quarter acre campus with nearly 60,000 square-foot of building space, including the renovated historic 1930 library building and the newly constructed Jack Guenther Pavilion, along with the McNutt Sculpture Garden and premiere River Walk frontage.

ESSENTIAL FUNCTIONS

- Meet or exceed the monthly quotas as designated by the Executive Management Team.
- Manage the day-to-day operation and logistics of rental events hosted at the Jack Guenther Pavilion.
- Manage the sales and booking of events to ensure screening of all leads, follow up with potential clients.
- Manage and maintain proficiency in the event booking/management system (CaterEase).
- Liaise with Briscoe staff as related to events.
- Liaise with all event vendors including sales representatives, caterers, equipment providers, florists, A/V technicians, event planners, etc. that have been contracted to provide services in support of tenant events.
- Maintain effective communication and working relationships with colleagues and vendors.
- Nurture and build relationships with current and potential corporate/private clients, conference agencies, convention planners, and corporate entities.
- Assist in the planning and management of logistics in support of Briscoe Western Art Museum's special events.
- Prepare rental agreements for tenant signature and TULIP policy information forms.
- Maintain contract files for each event, including signed rental agreements, TULIP Policy requests and Certificates of Insurance, Banquet Event Order forms, floor plans, vendor contracts, invoices, security plans, debrief event reports, etc.
- Assemble current sales information for event revenue and projection spreadsheets for use by the Senior Director of Operations and/or Executive Management Team by supervisor's deadline.
- Assist the Senior Director of Operations in working with the marketing department in the development and implementation of a marketing plan that specifically targets a range of business opportunities for rental events.
- Participate in the design of collateral and web-based promotional materials for the Jack Guenther Pavilion, as well as social media communications in support of rental business.
- Represent the Briscoe Western Art Museum at local trade organization and association meetings.
- Direct and supervise Pavilion Sales Team.
- Perform other duties as required.

OTHER FUNCTIONS

- Ensure that the highest quality standards is maintained in all aspects of the sales process.
- Work as a dynamic team member to foster interdepartmental work and relationships.
- Serve as an ambassador for the Museum in communicating and furthering the mission and goals of the Museum.

Position Description for Sales and Events Supervisor

QUALIFICATIONS

- Minimum of 5 years of hands-on experience in event management.
- Experience in retail marketing, sales and customer service.
- Excellent writing and verbal communication skills.
- Flexible schedule (must be able to work evenings, weekends and some holidays, as events require).
- Must be able to work independently with minimal supervision.
- Ability to move from task to task, prioritize and multi-task.
- Bachelor's degree in related hospitality field preferred.
- Proficient in Caterease (preferred).
- Proficient in computer use including basic office software such as MS Word, Excel and PowerPoint.
- Exceptional organizational and customer service skills.
- Good physical condition.
- Valid driver's license.

WORKING CONDITIONS

This position involves long periods of standing, walking, or sitting; frequent stooping, and bending. Must be able to lift 20 pounds and pushcart with 50 pounds, with the assistance of a cart on a regular basis.

Interested parties can send a cover letter and resume using any one of these methods:

Fascmile/FAX

Subject: Sales and Events Supervisor

Fax Number: (210) 299-4118

or

Email

Subject: Sales and Events Supervisor

info@briscoemuseum.org