

# Briscoe Western Art Museum – San Antonio, Texas

## Position Description

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### Sales and Museum Event Coordinator

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<b>Reports To:</b>	Head of Development
<b>Fair Labor Standard Act Status:</b>	Exempt, salaried position with specific benefits
<b>Department:</b>	Pavilion

#### POSITION SUMMARY

The Sales and Museum Event Coordinator is responsible for the day-to-day operation and sales of rental events hosted in the Briscoe Western Art Museum and the Jack Guenther Pavilion. The Briscoe Western Art Museum encompasses an approximately one and one-quarter acre campus with nearly 60,000 square-feet 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

- Oversees the day-to-day operation and logistics for rental events hosted in the Briscoe Western Art Museum and Jack Guenther Pavilion.
- Assist in the planning and management of logistics in support of Briscoe Western Art Museum's special events.
- Meet or exceed the monthly sales quotas as designated by the Executive Management Team.
- Manage the sales and booking of events through event booking/management system.
- Ensure screening of all leads and follow up with potential clients.
- Maintain up-to-date information for the Pavilion calendar, as well as revenue and sales projection spreadsheets, for use by the Head of Development and Vice President.
- Assemble information for and maintain event contract files, 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.
- Maintain effective communication and working relationships with colleagues and vendors. Liaise with Briscoe safety officers as related to events.
- Work closely with caterers and vendors to develop successful event design, planning and implementation.
- Collaborate with sales representatives, caterers, equipment providers, florists, Audio Visual contractors and Event planners.
- Nurture and build relationships with current and potential corporate/private clients, conference agencies, convention planners, and corporate entities.
- Represent the Briscoe Western Art Museum at local trade organization meetings and functions.
- Participate in the design of collateral and web-based promotional materials for the Jack Guenther Pavilion. Assist the Marketing & Communications manager in the development and implementation of a marketing plan that specifically targets a range of business opportunities for rental events.
- Oversee set up and use of equipment such as microphones, sound speakers, video screens, projectors, video monitors for events in the Briscoe Museum and Jack Guenther Pavilion.
- Ensure equipment and furniture installed according to designated layout. Test and resolve equipment issues.
- Perform other duties as required.

### OTHER FUNCTIONS

- Ensure that the highest quality work is carried out in all aspects of the department's activities
- 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

### QUALIFICATIONS

- Minimum of 3 years of hands-on experience in event management preferred.
- Experience in 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 available for extended hours on a project-by-project basis.
- 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 computer use including basic office software such as MS Word, Excel and PowerPoint.
- Knowledgeable of installing Audio Visual equipment.
- Exceptional organizational and customer service skills.
- Valid driver's license.

### WORKING CONDITIONS

Involves long periods of standing, walking, or sitting; frequent stooping, and bending. Must be able to lift 20 pounds and push cart 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:**

Subject: **Sales and Museum Event Coordinator**

Fax number: (210) 299-4118 or via Email at [info@briscoemuseum.org](mailto:info@briscoemuseum.org)