

# WITTE

## MUSEUM

### POSITION ANNOUNCEMENT

#### MUSEUM RENTALS SALES MANAGER- F/T

##### POSITION SUMMARY

Responsible for ensuring that the Museum's event rental department meets earned income budget expectation, as well as expense budget, through pro-active and cost efficient sales methods and techniques. Responsible for supervision of museum rental staff.

##### KEY DUTIES AND RESPONSIBILITIES:

- Aggressively solicit and promote the Witte as an event venue through advertising, cold calling, contacting past customers, building relationships with local businesses and other creative and cost-effective sales activities
- Develop and maintain relationships with caterers and destination management companies to promote the Witte as a destination for their clients and conventions
- Monitor Anticipated Income report and adjust sales activities as required to meet monthly budget expectations
- Monitor expenses relative to budget
- Develop and implement marketing strategy of venue for event rentals and birthday party packages
- Oversee annual Preferred Caterer contracts and ensure the criteria and procedures are maintained
- Ensure client satisfaction through excellent communication, written and verbal, before, during, and after the event
- As supervisor of event rental staff, responsibilities include hiring and training of staff; preparation of weekly staff schedules; preparation of weekly income report for Senior Management Team; monitoring of events as needed; monitoring event deposit payments and final invoicing; ensuring that Event Specialists are meeting customers needs and expectations, as well as following standard museum policies and procedures
- Assist in planning internal special events for the Development Department
- Other duties as assigned by the Director of Annual Fund

##### EDUCATION:

- Bachelor's Degree required

##### EXPERIENCE AND SKILLS:

- Demonstrated sales skills with a minimum of two years venue sales experience
- Organized, detail oriented with excellent follow-up, possess excellent people skills and be service driven
- Proficient in Microsoft Office suite

##### PHYSICAL REQUIREMENTS:

- Good Physical condition
- Ability to lift up to 35 lbs.
- Ability to stoop and bend, able to stand for extended periods of time
- Ability to work some evenings and weekends
- Ability to work independently and as a team member

The Witte Museum is an equal opportunity employer.

Closing date: Open until filled

Please submit resume to:

Witte Museum  
ATTN: Human Resources  
3801 Broadway  
San Antonio, Texas 78209

Resumes may be faxed to:

Witte Museum  
ATTN: Human Resources  
210-357-1882