



Title: Assistant Director of Sales and Rentals

Hours: Full time, salaried, hours vary with events, overtime exempt. Occasional weekend and evening hours.

Compensation: Base: commensurate with experience, plus benefits.

Reports to: Director of Sales and Marketing

Description: The Assistant Director of Sales and Rentals is responsible for the selling, marketing, oversight, and execution of Independence Seaport Museum's event and space rentals. This position provides services to clients for event scheduling, planning and execution, with attention to business details and a positive, customer-centric attitude. S/he works as a team player within and across departments to advance the mission and vision of the Museum.

Qualifications:

- At least 2-3 years relevant experience with nonprofit cultural organizations preferred.
- Excellent communication abilities, including customer service and phone manner.
- Ingenuity and attention to detail, with a customer-facing focus.
- Commitment to keep client events in line with policies and procedures of the Museum.
- Ability to interface with clients, vendors and visitors in an effective and engaging manner.
- Ability to function independently in a fast-paced environment on multiple projects and meet timely deadlines
- Friendly, organized, reliable, flexible, patient, enthusiastic, positive team player.
- Reliable data and budget management skills.

Duties:

- Present the Museum and rental facilities to potential clients from direct business and caterer/vendor referrals.
- Implement creative staging opportunities for rental areas when not in use.
- Seek potential clients to increase revenue for the Museum through proactive acquisition of new relationships through networking events and other outreach opportunities.
- Respond to calls and e-mail requests for information about facility rentals and events.
- Execute and track sales contracts for events, providing regular reports toward goals on sales, inventory and attendance.
- Process all payments through Galaxy.
- Coordinate with Museum staff, catering staffs, clients, and vendors to ensure quality event preparation, production and wrap.
- Perform follow-ups with clients once the event has been completed, asking for testimonials (if applicable) and feedback.
- Coordinate with Controller and Security and Events Manager for events that include alcohol so orders can be placed in a timely fashion.
- Coordinate building maintenance, custodial and security needs with Facilities Manager as well as Security and Events Manager.
- Coordinate with Museum colleagues any required staffing needs (bartenders, security, etc.).
- Manage the shared rental calendar and oversee weekly logistics meeting.
- Coordinate use of building space, including elevators, with staff and vendors.
- Assist Programming and Development Departments with Museum programming and special events set-up.
- Coordinate with Marketing Department for print, digital advertising as well as promotional materials.
- Manage daily sales, cash drawers, EOD reporting and bank deposits, as necessary.
- Perform monthly walkthroughs of rental spaces and recommend improvements and/or repairs as needed.
- Serve as a representative for the Museum both internally and externally.
- Other duties as assigned.

To Apply:

Send a brief cover letter and resume in an e-mail to Alexis Furlong, Director of Sales and Marketing, at afurlong@phillyseaport.org. No phone calls.

Independence Seaport Museum deepens the appreciation, understanding and experience of the Philadelphia region's waterways through history, science, art and community. For more information, please visit phillyseaport.org.

Location: Independence Seaport Museum, 211 S. Columbus Blvd., Philadelphia, PA 19106. The Museum is easily accessible by public transportation and nearby parking.