

Event Sales Coordinator

Historic Philadelphia Inc.

Historic Philadelphia, Inc. makes our nation's history relevant and real through interpretation, interaction, and education, strengthening Greater Philadelphia's role as the destination to experience American history. Historic Philadelphia, Inc.'s programs include the Betsy Ross House, Once Upon A Nation storytelling and immersive walking tours, and Franklin Square.

Responsibilities:

- Must be able to service customers in a polite, friendly and professional manner whether in person or on the telephone to "sell" rental order.
- Respond to daily inquiries, receive calls, generate and send contracts, process payments
- Coordinate and complete all types of proposals, contracts and other administrative duties that occur.
- Must assist clients with reservations, contracts, questions, event details and revise existing orders.
- Must be able to plan small to medium scale events; from initial planning stage to final production point.
- Manage and assess guests' requirements and feedback to assist clients in planning: show space on site visits, determine set up needs, and ensure that all expectations are met
- Hire, train and manage events team
- Shows professional knowledge, proficiency, and initiative in achieving goals and meeting standards
- Attend networking events, Trade & Bridal Shows to Develop New Business

Requirements

- Provide written event price estimates according to established procedures
- Ability to manage multiple projects concurrently, meet deadlines and follow-up in a timely manner through excellent organizational, planning and multi-tasking skills
- Communicate all event details with internal staff to ensure a smooth event
- Must possess sales and customer relation skills
- Maintain a cooperative working relationship with co-workers
- Proficient in building relationships
- Able and willing to work non-traditional hours including evenings and weekends as needed

Minimum Qualifications:

- Minimum of one to two years' experience in tourism/hospitality sales or event planning
- Must have college degree or equivalent experience
- Must possess and outgoing, positive, and cheerful personality. Must be comfortable working with clients in an individual or group setting.
- Detail-oriented with excellent follow-up and time management skills
- Must be skilled at written and verbal communication including networking and relationship building.
- Must be proficient in standard Microsoft applications, with excellent skills in Word, Excel, and PowerPoint
- Altru experience is a plus

Salary: Based on experience

Historic Philadelphia is an equal opportunity employer and is a drug-free work environment

To apply please send your resume and cover letter to visitorservices@historicphiladelphia.org

Be sure to make the position you're applying for the subject line of your email. Thank you.