

Job Title:	Facility Rental & Sales Coordinator (Part-Time)
Reports to:	Sales Director

PURPOSE OF THE JOB:

Supports execution of facility sales and catered events activities for the Kauffman Center for the Performing Arts. Under the supervision of the Sales Director, executes facility sales promotional material for local, regional and national markets. Acts as a liaison, and occasionally as the primary point of contact, to ensure excellent customer service, sales support, and execution of events.

ESSENTIAL JOB FUNCTIONS:

- Provide administrative and sales support for the Facility Sales Department, including but not limited to: phone support, contract preparation, written and verbal communication with clients, collecting deposits and receivables, and occasional supervision of events
- Ensure each outside event rental inquiry receives a personal response from a Kauffman Center sales representative within one business day of the initial inquiry.
- Actively contact prospective clients to develop relationships and sales opportunities
- Assist in coordination of Facility Sales and Events Intern activities
- Other duties as assigned

ESSENTIAL SKILLS and ABILITIES:

- Strong written and verbal and interpersonal communication skills
- Ability to stand for up to two hours
- Ability to sit for up to two hours
- Strong organizational skills
- Strong knowledge of MS Office Suite (Word, Excel, Power Point)
- Ability to learn and utilize internal event scheduling and finance software packages

EXPECTATIONS

- General knowledge of hospitality and event sales, coordination, and execution
- Work effectively with multiple clients, external vendors, internal department staff, and food and beverage contract staff
- Able to work a minimum of one weekday or weekend evening per week on average
- Able to work independently and collaboratively
- Maintain confidentiality with all financial and other proprietary information.

PREFERRED QUALIFICATIONS

- Experience coordinating multiple events and/or projects simultaneously
- Experience processing formal documents
- Experience making inside sales calls and communicating with clients and prospective clients via phone, e-mail, and face-to-face.
- Experience coordinating large events

WORK SCHEDULE

This part-time position requires a flexible schedule commensurate with the business cycles of a large performing arts center.

ORGANIZATIONAL VALUES

Adheres to and promotes the organization's values (see below):

ORGANIZATIONAL VALUES			
Own it, get it solved	Aim for excellence	Be enthusiastic	Act with respect
<ul style="list-style-type: none"> ▪ Integrity ▪ Honest communication ▪ Transparency ▪ Trustworthy ▪ Responsible 	<ul style="list-style-type: none"> ▪ Striving to improve or meet a standard of excellence ▪ Motivated 	<ul style="list-style-type: none"> ▪ Flexible ▪ Fun ▪ Embraces new ideas 	<ul style="list-style-type: none"> ▪ Service ▪ Considerate of others ▪ Treat others with dignity and care ▪ Work toward shared goals

INTENT AND FUNCTION OF JOB DESCRIPTIONS

Job descriptions assist organizations in ensuring that the hiring process is fairly administered and that qualified employees are selected. They are also essential to an effective appraisal system and related promotion, transfer, layoff, and termination decisions. Well-constructed job descriptions are an integral part of any effective compensation system.

All descriptions have been reviewed to ensure that only essential functions and basic duties have been included. Peripheral tasks, only incidentally related to each position, have been excluded. Requirements, skills, and abilities included have been determined to be the minimal standards required to successfully perform the positions. In no instance, however, should the duties, responsibilities, and requirements delineated be interpreted as all-inclusive. Additional functions and requirements may be assigned by supervisors as deemed appropriate.

In accordance with the Americans with Disabilities Act, it is possible that requirements may be modified to reasonably accommodate disabled individuals. However, no accommodations will be made which may pose serious health or safety risks to the employee or others or which impose undue hardships on the organization.

Job descriptions are not intended as and do not create employment contracts. The organization maintains its status as an at-will employer. Employees can be terminated for any reason not prohibited by law.