

SALES AND EVENTS MANAGER

Reports to: Director of Sales and Events

Employment Status: Full-Time

Direct Reports: Event Coordinator

FLSA Status: Exempt

The Orange County Museum of Art (OCMA) seeks a highly effective, experienced, and extremely professional Sales and Events Manager.

This is an exciting point in the Museum's evolution, as OCMA is in the midst of an historic transition to its new 53,000 square foot home at the Segerstrom Center for the Arts in Costa Mesa, California, currently under construction, and opening in fall 2022.

The Sales and Events Manager collaborates with the Director of Sales and Events to book and plan privately hosted events as well as museum hosted events and is responsible for direct sales prospecting, coordinating the events of clients who are currently booked, contract negotiations, teaming with Events Sales and Operations to provide memorable concierge experiences and exceptional client satisfaction for all events held at OCMA.

Successfully navigating a wide array of social, business, and promotional events such as weddings, proms, galas, corporate functions, movie, and television productions, in addition to providing well thought out ideas to enhance each event's success, is essential.

Essential Duties and Responsibilities

- Establishing strong client relationships; managing and exceeding client expectations.
- Successful execution of events, coordination of client needs, and client focused.
- Prospect and contact marketing decision makers to discover opportunities and manage all sales process stages from identification to closure.
- Onsite and outside sales to meet with prospective clients to showcase the facility, and attend industry mixers and events.
- Become an expert on industry trends in our specific verticals.
- Demonstrate proficiency within a consultative sales methodology that focuses on developing a clear understanding of the alignment of clients' needs to our solutions.

- Manage customer contacts, progress through pipeline development steps, and build proficiency with the Altru database to support workflows related to sales activities.
- Consistently deliver positive event experiences, resulting in customer satisfaction and loyalty.
- Internal and external ambassador for the venue, fostering relationships, and prospecting for new possibilities.
- Planning and organization.
- Develop market segments, solicit new customer relationships, and maintain existing relationships.
- Other projects as assigned by Supervisor.

Qualifications

- Minimum 3 years of Sales and Event Experience preferably in the Restaurant, Hospitality, or Entertainment Industry.
- Must be upbeat, confident, professional, and show initiative in client and employee communications.
- Demonstrated knowledge of the local market of sales opportunities and a well-positioned part of the event community.
- Great time management and organizational skills.
- Proficient in Microsoft Office, Word, and Excel.
- Strong ability to identify problems, conduct analysis and reach practical solutions.
- Outstanding verbal and written communication skills.
- Excellent interpersonal, organizational, and client relations skills.
- Skillful writing, editing, and proofreading.
- Exceptional attention to detail, experience developing budgets, and ability to meet deadlines

Apply

Please submit cover letter and resume to Vickie Byrd, Chief Human Resources Officer, vbyrd@ocma.art.

Disclaimer

This job description may not be inclusive of all assigned duties, responsibilities, aspects, or physical demands of the job described above, and may be amended at any time at the sole discretion of the Employer.