

# Sr. Sales Manager, Facility Rentals



**INCUMBENT:** Vacant  
**REPORTS TO:** Director of Events & Building Services  
**LOCATION:** Bowling Green, KY  
**STATUS:** Full-time, Exempt  
**DATE:** Open Until Filled

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## DESCRIPTION

The Sr. Sales Manager, Facility Rentals, is responsible for promoting, organizing, and overseeing the coordination of facility rentals held at the National Corvette Museum (NCM). The Sr. Sales Manager, Facility Rentals, develops and executes plans to continuously recruit new clients for facility rental events. In addition, this position oversees the day to day happenings of the facility rentals team.

## ESSENTIAL DUTIES AND RESPONSIBILITIES

- Network with professional organizations to secure new clients, maintain existing professional relationships, and gain industry knowledge.
- Engage with industry specific trade groups including attending meeting and sitting on relevant boards.
- Actively recruit clients and create sales opportunities for new rental events.
- Curate partnerships with caterers, planners, and key vendors for the benefit of the NCM and rental customers.
- Collaborate with the NCM Marketing and Communications department to publicize and promote facility rental business.
- Develop and manage annual departmental budget and monitor monthly financials.
- Assist with continual up-selling of client throughout event and relationship.
- Provide leadership to facility rental department to improve services and quality while contributing to departmental growth.
- Communicate and negotiate cost of services and event details with vendors, co-host(s), and suppliers to ensure all scheduled activities are executed as planned and to budget.
- Effectively manage relationships with communications and media vendors, and external partners to ensure continued service delivery and satisfaction.
- Acknowledge and resolve client queries and issues tactfully and professionally.
- Collaborate with the NCM and MSP staff to establish departmental collaborations.
- Work closely with the Museum's restaurant, The Stingray Grill, to create catering menus for private events
- Monitor rental activities to ensure all activities are efficiently executed according to legal, insurance, and safety standards.
- Analyze event staffing needs and cost to determine appropriate pricing and venue limitations.
- Responsibilities are not all inclusive, additional duties may be assigned.

## **EDUCATION/EXPERIENCE**

- Bachelor's degree in Hospitality, Facility & Event Management, Business, or related field required. Master's degree is desirable.
- Minimum 5 years prior work experience in sales and event coordination.

## **QUALIFICATIONS**

- Possess excellent interpersonal and communication skills (written and verbal) for public speaking, email correspondence and phone conversations.
- Sales skills and ability to build productive business relationships.
- Must be a hands-on and creative individual who is well-organized, detail oriented, and customer service oriented with the ability to identify and resolve problems efficiently.
- Capability to learn new material and information about the Museum and willingness to invest time to stay informed on Museum history and exhibits.
- Possess strong computer skills, including a thorough knowledge of Google Docs, Microsoft Office, and WordPress.
- Must be willing to travel.
- Ability to prioritize multiple tasks/events, establishing priorities and meeting deadlines while leading a team.
- Valid state driver's license required.

## **ESSENTIAL PHYSICAL REQUIREMENTS**

- Ability to sit at a desk for one or more hours at a time.
- Must have sufficient mobility to regularly stand, bend, reach, push, pull, lift, carry, and walk throughout the Museum and community.
- Ability to lift and carry up to 25 lbs.
- Ability to setup and take down tables and chairs as needed.
- Ability to work indoors and outdoors in various weather conditions and temperatures.
- Ability to stand and walk for extended periods of time.
- Ability to operate computer and other equipment in the office.