



JOB TITLE: Event Sales/Coordinator
EMPLOYMENT CATEGORY: Full-Time / Salaried, Exempt (40 hours/week)
SALARY RANGE: \$50,000 - \$55,000 (commensurate with experience)
DATE POSTED: February 8, 2024
REPORTS TO: Vice President, Advancement

POSITION SUMMARY:

Historic Annapolis (HA) is seeking a dynamic and energetic individual to serve as the Events/Sales Coordinator for our sites located in the heart of the Annapolis Historic District. This position oversees the booking, coordination, and management of all event venue rentals, to include weddings, corporate gatherings, and other special events. Our primary site is the William Paca Garden, a picturesque reconstruction of a two-acre 18th century English terraced garden which serves as a unique venue in downtown Annapolis. The Coordinator is the primary coordinator for all special event rentals, serves as the main contact for clients and vendors, and works to ensure seamless execution of events, creating positive experiences for all guests.

The Coordinator is responsible for generating revenue through event rentals and meeting budgeted goals to support the mission of HA. This position requires a non-traditional schedule, to include evenings and weekends, to accommodate events and bookings during the primary event season (April – November). The Coordinator oversees a team of event facilitators and is responsible for their staffing, training, and scheduling. The incumbent must value diversity, equity, inclusion, and accessibility at all levels of customer service, and must be committed to a high standard of customer service, operational efficiency, and the importance of historic preservation. This is an exciting time in the history of our organization, and we invite you to apply to be a part of Historic Annapolis.

ABOUT HISTORIC ANNAPOLIS:

Historic Annapolis’s mission is to *Preserve* and *Protect* the historic places, objects, and stories of Maryland’s capital city, and provide engaging experiences that *Connect* people to the area’s diverse heritage. HA serves as a steward of a dozen historic buildings for the State of Maryland, operates multiple museums, advocates for historic preservation, and is currently engaged in an extensive historic restoration project. HA is accredited by the American Alliance of Museums and is a Smithsonian Affiliate. For more information, visit annapolis.org.

MAJOR RESPONSIBILITIES:

Event Sales and Management (80%)

- Responsible for full management and coordination (from booking through execution) of all external rental events at HA sites, primarily the William Paca House and Garden.
- Develop and maintain relationships with clients, vendors, and neighbors.
- Assist with marketing of the event venue, in conjunction with the Development Outreach Director, to include sales guide promotional materials and social media.
- Secure clients through a variety of inquiries, to include site visits, social media, lead generation websites, and networking events, and provide tours to prospective clients.
- Process rental fee payments as scheduled per each contract, to include the timely refund of security deposits when applicable.
- Manage all communications with clients, and serve as key contact for both clients and outside vendors. Prepare contracts, timelines, and vendor requirements, and assist with/coordinate other planning elements as needed, to include liquor license, insurance, parking permits, photo permissions, etc.

- Coordinate all logistics for events, to include scheduling deliveries and vendor load-in/load-out, considering the event schedule for the week and HA's other scheduled events.
- Serve as on-site manager during events (or delegate event facilitator as the event lead) to oversee setup and execution. Ensure that the client's needs are being met, the integrity of the historic house and garden is preserved, and that outside vendors complete contracted tasks appropriately and fully before their departure.
- Understand basic principles of crowd management to ensure the safety of all staff and guests, as well as security of museum property. Complete crowd manager training every two years as recommended by the City of Annapolis.
- Address and resolve any issues or challenges that may arise during events, ensuring a positive experience for clients and guests.
- Cultivate an ongoing relationship with clients through stewardship following events, as appropriate.

Department Management (10%)

- Hire, train, and supervise seasonal facilitators (part-time). Ensure facilitators are trained to understand all aspects of event coordination and management at our venue in order to deliver exceptional service.
- Foster a positive and collaborative work environment among the team.
- Manage payroll for facilitators, in conjunction with the Vice President of Advancement.
- Provide input for annual budget related to facility rentals to Vice President of Advancement.

Organizational Support (10%)

- Support the Development Department by managing event logistics for two annual fundraisers (June/September), and assist with periodic donor events.
- Cultivate and maintain positive relationships with surrounding neighbors and keep them informed.
- Collaborate with the Education and Preservation/Horticulture Departments to ensure smooth operations and coordinate calendars to accommodate other museum programs.
- Other duties as assigned by the Vice President of Advancement.

DESIRED QUALIFICATIONS:

- Minimum 3-5 years' experience in event planning, sales, and/or hospitality.
- Ability to work evenings, weekends, and occasional holidays to accommodate events.
- Passion, integrity, a problem solver with excellent customer service skills and strong attention to detail.
- Ability to multi-task, set priorities and manage time effectively, manage budgets, follow policies and procedures, work independently, and consistently meet deadlines.
- Ability to manage staff, volunteers, and interns.
- Excellent communication and interpersonal skills (verbal, written, and listening).
- Meet physical demands of job, including lifting a minimum of 30 pounds, regular and prolonged standing during events, and set-up/breakdown of event equipment and furniture.
- Proficiency in Microsoft Office Suite and Google Suite. Marketing/social media experience a plus.
- Willingness and ability to function as a team player, including working a flexible schedule to accommodate the needs of HA, and support for our mission.

ADDITIONAL INFORMATION:

Historic Annapolis offers a competitive benefits package, including medical and retirement benefits. The environment fluctuates between an indoor office setting and an outdoor event space. This position is primarily in-person, but offers the periodic opportunity to work remotely.

EQUAL OPPORTUNITY EMPLOYER:

Historic Annapolis is an equal opportunity employer, committed to diversity in the workplace. We do not discriminate on the basis of race, color, religion, age, sex, marital status, national origin, physical or mental disability, familial status, genetic information, gender identity or expression, sexual orientation, or any other characteristic protected by state or federal law.

Interested applicants should submit a cover letter and resume, including salary requirements, via email with subject "Event Sales/Coordinator" to Ms. Lucy Mikhailova at hr@annapolis.org.