

**MUSEUM EVENT SALES MANAGER**

**FULL-TIME; BENEFITS ELIGIBLE**

**To apply, please follow the instructions listed below.**

**SUMMARY**

The Museum Event Sales Manager is a full-time position reporting to the Director of Development. This role is pivotal in growing and managing Museum facilities rentals, which encompass a wide range of events such as non-profit gatherings, weddings, and corporate events. The Manager will focus on producing events that align with the Museum’s mission and brand, enhance constituency loyalty, and generate rental revenue. Key responsibilities include vendor research and negotiation, event logistics oversight, and ensuring seamless event execution of Museum and private events. The Manager will also manage the Museum’s master events calendar, assist with event sales marketing, monitor event timeframes and budgets. Additionally, the Manager will provide support for the Museum’s annual gala, exhibition openings, and development and membership events.

**ESSENTIAL RESPONSIBILITIES**

* Develop strategies and implement event plans and concepts that meet annual financial goals and strategic objectives.
* Booking profitable events while ensuring a positive customer experience and brand alignment.
* Prospect for new rental business through outside sales calls.
* Provide Museum tours for prospective customers and negotiate terms as required.
* Represent the Museum at internal and external events to promote its offerings.
* Supervise event execution, including catering, service, décor, and setup and breakdown activities.
* Approve and maintain the Museum's master events calendar.
* Collaborate with the logistics team to schedule and budget for exhibition opening receptions.
* Collaborate with the Development Director and Membership Manager to produce the Museum’s annual gala and various development and membership events.
* Respond to event space requests from the Muscogee County School District (MCSD).
* Work with various Museum departments, trustees, community partners, and guests to ensure proper event setup and coordination.
* Manage financial budgeting, invoicing, and reporting for responsible areas.
* Report monthly income to the Deputy Director and Development Director.
* Train custodial staff on event setup and breakdown procedures.
* Maintain an event schedule for the custodial staff and coordinate with custodial and security
* supervisors for evening events.

**OTHER FUNCTIONS**

* Maintain active relationships with area businesses, party and wedding planners, and special event professionals.
* Uphold appropriate professional contact with all Museum constituencies.
* Perform other related duties as required.

**MINIMUM QUALIFICATIONS, SKILLS, KNOWLEDGE, AND ABILITIES**

**Skills and Knowledge**

* Proficient in Microsoft Office (Windows, Word, Excel, PowerPoint).
* Strong knowledge of Museum rules and regulations for special events.
* Ability to work well with Board Members and volunteers.
* Strong budgeting skills and financial acumen.
* Understanding of event scope, décor, and cuisine.
* Strong time management and schedule management skills.
* Detail-oriented with excellent organizational and multi-tasking abilities.
* Coordination skills for managing vendors before and during events.
* Excellent written and oral communication skills.
* Professional appearance and public speaking confidence.
* Problem-solving abilities with minimal supervision.

**Abilities**

The Museum Event Sales Manager must be versed in special events management, provide outstanding customer service, and be able to build relationships with internal and external customers. The candidate must also be willing to work on evenings and weekends.

This position requires an experienced professional with the ability to manage administrative functions and logistics in a fast-paced museum environment. The candidate must be able to anticipate project needs, discern work priorities, and meet multiple deadlines with little supervision.

**RESPONSIBILITIES**

The Manager is responsible for planning, organizing, managing, and implementing designated programs, receptions, and events. Responsibilities include working under limited supervision, following standardized practices and/or methods, and working with other persons within various departments, large work units, and/or several small work units. Utilization of significant resources from other work units and outside vendors is routinely required to perform the job's functions.

**WORKING ENVIRONMENT**

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling; some climbing and balancing; some stooping and kneeling. Generally, the job requires 60% sitting, 20% walking, and 20% standing. This job is performed in a generally clean and healthy environment.

**EDUCATION/EXPERIENCE**

Bachelor’s Degree from an accredited four-year institution preferred; Three years of event sales/management experience required.

**OTHER REQUIREMENTS**

Once an offer is accepted, all external applicants are subject to a background investigation and, if appropriate, drug testing. Offers of employment shall be contingent upon passing both the background investigation and drug testing (if required).

This full-time position offers a competitive salary commensurate with experience and benefits. The position is open until filled.

To apply, please submit a resume and letter of interest to [development@comuga.org](mailto:development@comuga.org) with *Event Sales Manager* in the subject line or mail to the following address:

The Columbus Museum  
Development Department  
1251 Wynnton Road  
Columbus, Georgia 31906

No phone calls, please.

The Columbus Museum is an Equal Opportunity Employer.  All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability, or protected veteran status.

**About The Columbus Museum**

Recently renovated, the Museum hosts an impressive collection of American art and historical artifacts from the Chattahoochee Valley. Its grounds feature the beautiful Bradley-Olmsted Garden, designed by the renowned Olmsted Brothers firm in the 1920s for homeowner and noted industrialist W. C. Bradley.

More information about The Columbus Museum can be found at [www.comuga.org](http://www.comuga.org).