

Venue Sales and Marketing Position

- Must be a dynamic event specialist capable of arranging high-impact experiences that elevate the venue across multiple event arenas. The position is not as an event planner, but the applicant must understand event planning and all the complicated details that are entailed in an event plan.
- Must have a strong attention to detail and guest experience.
- Must be dedicated to prompt and courteous follow through.
- Previous experience in this arena required.
- This position is within the venue, but applicant must have the appropriate experience to interface with a variety of outside vendors.
- Seasoned in event planning, facility utilization, client relations, logistics, vendor negotiation, budgeting, timelines, and on-site execution.
- Strategic in digital promotion, social media campaigns, email marketing, post-event follow-up and reporting, and cross-functional project coordination.
- Able to manage multiple large- and small-scale events at once while staying professional, organized, and consistently meeting or exceeding client expectations within contractual limitations.
- Must be willing to go out and work the market for opportunities for weddings, corporate events, quinceañera , social events, training meetings, celebrations of life, charity events and more.
- Well established 90-year-old facility containing multiple venue opportunities.
- Venue comprises both individual indoor and outdoor event spaces appropriate for from a couple proposing to 2000+ attendees.
- 7.5 acre site with various historical buildings and venues and outdoor botanical gardens and fountains.
- Up to date AV facilities.
- Must be willing to work flexible hours to accommodate potential clients and events.