
Title of Position *	Facility Sales Manager
Institution *	The Old Red Museum of Dallas County History and Culture
Position Location: City & State *	Dallas, Texas
Position Closing Date	<u>Friday, June 30, 2017</u>

About the Institution

Dedicated to inspire and educate visitors about the rich and varied cultural, economic, political and social history of the Dallas County Area, the Old Red Museum of Dallas County History & Culture serves as a symbol of Dallas heritage. Built in 1892, the beautifully restored Old Red Courthouse contains some of Dallas County's most fascinating historical artifacts. There is a special exhibit gallery located on the first floor, while the second floor of Old Red is filled with exhibits, 41-touch screen computers, an educational learning center and four mini theatres.

The Old Red Museum is located at a crossroads of activity in downtown Dallas – adjacent to the JFK Memorial and Dealey Plaza, a National Historic Landmark District, across the street from a replica of Dallas founder John Neely Bryan's cabin and just a block from The Sixth Floor Museum and the historic West End of Dallas. The space is stimulating for any kind of visitor, including students, local Dallasites or anyone looking to learn more about the history of Dallas County. There is always something new to discover!

Institution Website Address	http://www.oldred.org
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Summary of Responsibilities

The Facility Sales Manager is responsible for overseeing the Facility Rentals Department, preparing annual budgets, achieving annual sales goals, and managing staff. This position is also responsible for marketing the facility through media, while networking with outside vendors and other organizations to promote good relations within the industry.

Responsibilities:

- Provides excellent customer service to clients, vendors, and sponsors.
- Executes sales and marketing.
- Develops new revenue streams.
- Networks with the Dallas CVB, wedding professionals, local corporations, event organizations and surrounding community
- Generates and implements effective marketing and promotional advertisements as well as social media postings.
- Schedules and conducts facility tours.
- Creates and revises event floor plans.
- Performs invoicing, collections, and insurance for special events and other administrative duties as they relate to the position.
- Manages the coordination of housekeeping, security, and parking to ensure the smooth operation of events.
- Collaborates with staff to ensure that facility is up to standard at all times.
- Closes out event financials on a monthly basis.
- Provides training of all event coordinator staff.
- Coordinates logistics with all departments (Administration, Operations, Curatorial, and Education) to ensure standard operating procedures are upheld.
- Team lead for orchestration of special events hosted by/for the Museum.
- Completes special projects as assigned by the Museum Director.

Required Qualifications

- Bachelor's Degree in Business, Marketing, or a related field.

- Minimum of 3 years of sales or sales related experience
 - Weekends and some evenings required
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Compensation

- Full Time Position
 - Health Benefits
 - Paid Time Off
 - Salary commensurate with experience
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Apply at this Website:

Apply with this email:

caseye@oldred.org

Special Instructions to Apply:

Please include a cover letter, resume, and any additional work experience when applying via email.
