PRESERVATION WORCESTER, INC.

Event Sales Manager

www.preservationworcester.org

Our Mission:
To protect and revitalize the sites, structures, and neighborhoods of the City of Worcester that are significant to its diverse culture, history, and architecture. Through advocacy, outreach, education, and engagement, while embracing our core values of diversity, equity, and inclusion, we influence preservation and design.

Our Vision:
Preservation Worcester envisions bringing people together to celebrate Worcester's heritage and historic significance resulting in dynamic neighborhoods, economic vitality, improved quality of life, and a vibrant sense of community.

Summary of Position:
The Event Sales Manager acts as the main point of contact for external clients renting event space from Preservation Worcester. Key duties include marketing the events spaces (Park View Room, located at Cornerstone Bank, 230 Park Avenue, Worcester and the double parlor, located at Salisbury House, 61 Harvard Street, Worcester), developing sales strategies, creating proposals and contracts for clients, managing budgets, coordinating with vendors and staff, and ensuring client satisfaction from initial inquiry to post-event follow-up. The Event Sales Manager will join Preservation Worcester at an exciting and dynamic time in the history of the organization and will play a pivotal role in helping to re-envision and refine aspects of the overall events program.

The ideal candidate should possess creativity and an openness to new ideas, ability to work independently, as well as displaying initiative in taking on new tasks.

Primary Responsibilities:
Reporting to the Executive Director and working collaboratively with the rest of the staff, responsibilities include:

Pre-Event

- Promoting use of the rental spaces
- Creating promotional materials to attract new clients and increase usage of rental spaces
- Responding to rental inquiries
- Meeting with potential clients
- Creating and coordinating rental agreements and maintaining paperwork
- Maintaining a schedule of events and providing the Preservation Worcester staff with information related to the schedule and rental agreements
- Building a strong long-term relationship with clients, as well as staff at Cornerstone Bank
- Ensuring that all fire codes, building codes and terms of the Preservation Worcester lease at Cornerstone Bank are in compliance as they relate to room rentals
- Performing and/or coordinating the set-up for rental events

During Event

- Providing or coordinating coverage during events

- Assisting with any questions, concerns, or needs that come up during the event

Post-Event

- Performing and/or coordinating the breakdown for rental events
- Leading development of a list of preferred caterers
- Developing a list of approved individuals to provide coverage for events, aside from Event Sales Manager
- Meeting regularly with the Executive Director of Preservation Worcester
- With the Preservation Worcester staff, attend staff meetings
- Assisting Preservation Worcester staff and volunteers with organization events (non-rental) taking place in the rental spaces and beyond
- Facilitating budget-drafting with the Executive Director

KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS

- Experience in event planning and management
- Strong sales, marketing, and customer service skills
- Excellent organizational, communication, and leadership abilities
- Familiarity with the City of Worcester and its history
- Strong interpersonal/human relations skills
- Project management skills
- Ability to adapt and respond to various situations
- Ability to work collaboratively and as a team player
- Ability to lift and move objects weighing up to 25 lbs. regularly and occasionally heavier items with assistance.
- Willingness to work flexible hours, including some nights and weekends

MINIMUM QUALIFICATIONS

Education and experience equivalent to: Bachelor's degree preferred but not required, event/sales experience preferred. Proficient in Microsoft Office Suite and Google Workspace.

Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

TO APPLY: Submit a letter of introduction and résumé to: Patrick T. Maloney, Executive Director, Preservation Worcester, 61 Harvard Street, Worcester, MA 01609 or at info@preservationworcester.org.

Part-time hourly position starting at $20/hour. Rate commensurate with experience. Number of hours varies depending on number and frequency of events.

The position will remain open until filled.

Equal Opportunity Employer Statement

Preservation Worcester is an equal opportunity employer, and we welcome and encourage applications from those who contribute to our diversity. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, mental, or physical disability, age, sexual orientation, gender identity, national origin, familial status, veteran status, or genetic information.

To learn more about Preservation Worcester visit www.preservationworcester.org.