



JOB DESCRIPTION

POSITION TITLE: SALES MANAGER

THE ORGANIZATION: BLUEGRASS MUSIC HALL OF FAME & MUSEUM
www.bluegrasshall.org

LOCATION: OWENSBORO, KY

Owensboro, Kentucky is the Bluegrass Music Capital of the World, and the Bluegrass Music Hall of Fame & Museum is the premiere destination for the music. Established in 1991, the Hall of Fame launched a new phase in late 2018 moving into a world-class, state-of-the-art building on the downtown riverfront in Owensboro attracting visitors from around the country and from across the globe who travel to the Hall of Fame to experience bluegrass music.

The Bluegrass Music Hall of Fame & Museum also produces one the region's largest annual outdoor music festivals, ROMP, attracting over 25,000 people annually. This event attracts a national audience showcasing the Hall of Fame and Owensboro as the most important destination for fans of bluegrass and roots music. www.rompfest.com

In addition to live music and exhibits, the Hall of Fame publishes Bluegrass Unlimited Magazine www.bluegrassunlimited.com, and offers a range of educational programs including group music lessons, music camps, and Bluegrass in the Schools (BITS), where thousands of students are exposed to the music, instruments, and the heritage of bluegrass music. The Bluegrass Music Hall of Fame & Museum is "ground zero" for the genre promoting the rich history, preserving the past, and celebrating the future of bluegrass music.

POSITION SUMMARY:

The Sales Manager at the Bluegrass Music Hall of Fame & Museum plays a central role in selling the event space at the HoF and coordinating all details of events from conception to completion. The ideal candidate is committed to prospecting, developing sales leads, cultivating relationships and to providing outstanding customer service with a personal bias for exceeding expectations.

RESPONSIBILITIES:

- Create new business and generate sales
- Identify prospective clients, execute cold calls and prospect on a daily basis
- Handle incoming sales inquiries
- Sell and coordinate on-site corporate events, including executive retreats, award programs, anniversary reward programs, intern outings, and other special events

- Direct sales and relationship building with wedding planners and other contacts for wedding related events, professional associations, other entities, and individuals hosting events
- Coordinate site visits for prospects providing the vision, resources and ideas for a successful event
- Negotiate and manage all aspects of contractual commitments from signed contract to final invoicing, and payment collection
- Management and oversight of all event details including decor, catering, beverage, entertainment, logistics, venue preparation, special guest requirements, all necessary equipment, etc.
- Work closely with in-house Hospitality Manager on all details related to executing the event
- Coordinate with 3rd party vendors on behalf of client when needed either as liaison or direct point of contact
- Conduct post-event evaluations and report on outcomes with a commitment to innovation, improving quality, and exceeding expectations

QUALIFICATIONS AND REQUIREMENTS

- Bachelor degree
- Sales experience and proven ability to build business relationships
- Special event, wedding, or catering sales experience preferred
- Ability to use technology to research, market, plan, track results and provide reporting
- Outstanding time management, communication and multi-tasking skills
- Must be comfortable interacting with a diverse group of people
- Extremely organized and detail oriented
- A team player who is comfortable in a fast-paced, dynamic work environment
- Excellent written and verbal communication
- Ability to work flexible hours including nights, holidays, and weekends when needed

PLEASE CONTACT:

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