



Position Description

SALES COORDINATOR

Reports To:	Marketing Manager	Department:	Development
Direct Reports:	None	Division:	Development
FLSA Status:	Hourly Non-Exempt	Pay:	\$13 / hour
Expansion / Grant:	No	Effective Date:	TBD
Status:	Part Time	Hours / Week:	Up to 20 hrs.

Position Summary:

Sacramento Children's Museum seeks an enthusiastic professional for the Sales Coordinator position. The Sales Coordinator is responsible for overseeing the Museum's organizational calendar in regards to group sales, which includes - but is not limited to - booking birthday parties, field trips and after-hours facility rentals. A qualified candidate should be highly organized and possess excellent interpersonal and communication skills.

Essential Functions:

- Provide information on and actively sell Museum birthday parties, field trips, and after-hours facility rentals;
- Respond to potential customer inquiries within 72 hours of request;
- Properly confirm sales through e-mail and phone for each client;
- Follow up with each patron after the completion of their visit to verify that the customer was satisfied and address any concerns, or forward them to management;
- Meet and exceed approved budget goals for the fiscal year for birthday parties, field trips and after-hours facility rentals;
- Provide monthly inventory/sales reports for birthday parties, field trips, and after-hours facility rentals;
- Assist the Management with marketing plans for each sales program;
- Ensure that the Museum's rules and safety standards are followed;
- Consistently work in a positive and cooperative manner with all SCM staff;
- Complete assignments in a timely manner and within Museum's standards; and
- Perform other duties as assigned.

Minimum Qualifications:

- Proven excellent customer service skills with minimum of 2 years' experience in customer service function;
- Experience working on a ticketing system strongly preferred;
- Excellent interpersonal and communication skills with public and coworkers;
- Comfortable speaking to groups, businesses and museum sponsors;
- Ability to self-motivate to meet deadlines;
- Highly organized;

- Bilingual skills preferred;
- Demonstrated experience working with children age 1-8 preferred;
- Proven ability to work independently;
- Must be able to lift 20 lbs;
- Requires considerable movement around the Museum to monitor activities;
- GED or High School Diploma required. Some college courses preferred; and
- Must be flexible with work schedule including weekends, holidays, and evenings; **must be able to work at least one after-hours rental a weekend**

To apply, please forward your resume and cover letter in a Microsoft Word or PDF attachment to Allison Armstrong at allison@sackids.org with “Sales Coordinator” in the subject line.

Sacramento Children’s Museum is an Equal Opportunity Employer.