



Private Event Sales Coordinator, Full Time

Maymont is a 100-acre historic estate and park, located in Richmond, Virginia, with many unique experiences for all to enjoy, including the historic Maymont Mansion, The Robins Nature Center, arboretum, formal gardens, and habitats for native Virginia wildlife and farm animals. With seasonal events, programs and rental spaces, over 800,000 guests enjoy Maymont yearly. Since 1975, Maymont has been maintained and operated by the nonprofit Maymont Foundation, committed to creating experiences that delight, educate and inspire its guests.

The Foundation is seeking a Private Events Sales Coordinator to support the Special Events Department. This position will have a variable work schedule to include evenings, weekends and holidays.

Essential Functions include:

- Develop, maintain, and engage with a list of potential and current clients while actively developing new sales leads
- Respond to verbal and written inquiries for information about Maymont's rental facilities
- Assist in planning and participate in wedding shows, open houses, and other facility marketing outreach
- Promote and market rental facilities through in-person appointments
- Correspond with clients to confirm reservations, initiate prompt payment, and/or make special arrangements as requested or required; communicate those needs with management
- Generate standard reservation contracts
- Assist with compiling detailed activity reports to include: bookings, cancellations, deposits, payments, and leads
- Maintain templates, event records, files, client databases and event supply inventory
- Provide on-site support for Maymont Events
- Other duties as assigned

Core Competencies:

- Highly organized, self-motivated with excellent written communication skills
- Ability to work a flexible schedule including weekends and evenings
- Knowledge of principles, methods, and practices involved in event facility management
- Considerable ability to identify and isolate problems and to initiate appropriate actions
- Excellent customer service and interpersonal skills with considerable ability to deal effectively with the public
- Considerable ability to interpret and explain Maymont policies, rules, and procedures to the public
- Considerable ability to communicate clearly and effectively with ability to prepare and present accurate reports
- Team player
- Working knowledge of the Greater Richmond Region desired
- Working knowledge of personal computers and various software applications; Event Temple experience desired

Education and Experience:

- Graduation from an accredited college/university with a bachelor's degree in the hospitality industry, public relations, or closely related field.
- Experience in sales and special events or any equivalent
- Working knowledge of the Greater Richmond Region desired
- Valid VA Driver's License required

(more)



Physical Demands:

- Frequent sitting, standing, walking and talking for extended periods
- Frequent climbing, bending, stooping and lifting up to 50 lbs.
- Ability to work inside and outside in all weather conditions
- Specific vision abilities required by the job include close vision, distance vision, depth perception, and the ability to adjust focus

Competitive compensation and benefits package include paid-time-off and health, dental, vision, disability and life insurance. To be considered for this position, please send a cover letter and resume to: employment@maymont.org. Please include the position title in the subject line.

All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.

EOE Maymont Foundation is committed to creating a diverse environment and is proud to be an equal opportunity employer.