

Education Program Sales Coordinator



INCUMBENT: Vacant
REPORTS TO: Director of Curatorial Affairs and Education
LOCATION: Bowling Green, KY
STATUS: Full-time, Non-Exempt
DATE: Open Until Filled

DESCRIPTION

The Education Program Sales Coordinator position at the National Corvette Museum, works as an integral part of the Museum's Education team in providing fun, engaging and educational experiences to visitors of all ages. This role is responsible for assisting in event and program planning as well as the efficient selling, scheduling, planning, and development of the Museum's educational and interpretive programming. Once an education program is booked by the group sales team, the Education Program Sales Coordinator will serve as the person responsible for ensuring the education program is effectively communicated with the necessary departments and all facility and event needs are secured and scheduled. In addition, the Education Program Sales Coordinator is a team member in building community relationships, developing and maintaining program materials and providing support when needed in the Museum. The Education Program Sales Coordinator is an integral part of the development and growth of the education department's long-term objectives and is expected to support the Museum's mission and demonstrate the Museum's core values and vision with our guests and surrounding community.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Assist teachers/school groups in planning, coordinating and managing field trips to the Museum.
- Maintains educational resource file and orders educational supplies.
- Assists with special events and public programming.
- Work with educators to plan and develop itineraries in a timely manner.
- Coordinate with other department managers to develop sales and growth opportunities.
- Actively upsell Museum programs and offerings to new and existing groups.
- Participate in targeted group outreach events and programs within the community.
- Ensure a high-quality experience for students and teachers by clearly and effectively communicating details and logistics of in-house, outreach, and virtual programs.
- Collaborate with the marketing and communications department to publicize and promote education related programs and events.
- Manage the Education Department calendar.
- Support the day-to-day logistics of the Education Department, including greeting and monitoring the status of visiting student groups.
- Communicate daily needs of student groups with other Museum departments, including Group Sales and Facilities.
- Responsibilities are not all inclusive, additional duties may be assigned.

EDUCATION/EXPERIENCE

- A Bachelor's degree in hospitality, sales, education, event management, or a related field is required.
- Previous experience coordinating and working with groups preferred.
- Previous event sales and coordination experience preferred.

QUALIFICATIONS

- Minimum 2 years of professional experience in an event venue, museum, history center, library, school, or other related institution working with groups, planning and facilitating programs and events.
- Must have strong interpersonal and communication skills to effectively address internal and external stakeholders.
- Ability to effectively communicate via phone, email and in-person.
- High attention to detail with the ability to organize and coordinate multiple projects at once and complete them in a timely manner.
- Must have strong decision-making and problem-solving skills.
- Strong organizational and detail-oriented skills a must.
- Ability to accurately and fairly plan and schedule ahead.
- Capability to learn new material and information about the National Corvette Museum and willingness to invest time to stay informed on it's exhibits and events.
- Strong work ethic and unquestioned personal and professional integrity.
- High level of commitment to team and company values.
- Valid state driver's license required.

ESSENTIAL PHYSICAL REQUIREMENTS

- Ability to stand and/or walk for extended periods of time.
- Must have sufficient mobility to move around the Museum and the community.
- Ability to lift and carry up to 30 lbs. and push/pull 50+ lbs.
- Ability to operate office equipment.