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**ALBERTA ABBEY**

**POSITION ANNOUNCEMENT**

**Event Booking and Sales Coordinator**

January, 2020

**ORGANIZATION:** Established in 2012, the Alberta Abbey Foundation is a non-profit arts and culture center. Offering spaces for artists and creative organizations, diverse program offerings, and partnerships with arts organizations and community groups, the Alberta Abbey has created a dynamic and inclusive community dedicated to supporting the arts and their impact on the culture of Portland, Oregon. More information can be found at <https://www.albertaabbey.org/about-us/>

**POSITION SUMMARY:** The Alberta Abbey is seeking a part-time Event Booking and Sales Coordinator to begin in February 2020. This role is paid hourly, expected to average 20 hours per week with additional pay for commission sales. This position can work remotely and has great flexibility built into work hours. The successful candidate will possess strong communication and organization skills and a desire to increase Abbey event rentals as well as increasing community collaborations. The position requires professional communication, proactive responsiveness, and consistent and organized tracking of communication and calendars. The ideal candidate values collegiality, collaboration and shares a dedication to keeping the arts thriving in Portland. Alberta Abbey is committed to equity so we are especially interested in candidates who bring lived experience to working with diverse audiences and environments. Preferred skills include previous experience with event sales and booking strategies, a commitment to mutually-beneficial outcomes and an understanding of how various systems interact. Specific software knowledge to include: Gather Event Booking, Slack, Google Drive and other digital platforms. All software knowledge can be learned on the job. Must have own laptop and cell phone to conduct the work.

**RESPONSIBILITIES INCLUDE:** The Abbey Event Booking/Sales Coordinator ensures sales/booking administrative processes and reporting are in place to facilitate successful events and good relationships. The Abbey Event Booking/Sales Coordinator collects and categorizes information, understanding the goals of clients. They then create quotes and invoices accordingly, followed by ongoing negotiation to achieve financial benefit and mutual growth for both artists and the Alberta Abbey. Creative problem solving and budgeting skills will be used frequently. The Abbey Event Booking/Sales Coordinator is the primary point of contact for Abbey client communications. This includes corresponding through Abbey email and phone number, setting up client meetings, communication and tours of the building. Additionally, active solicitation of potential clients and community partnerships will be conducted in collaboration with other Abbey staff members and Director.

**SPECIFIC DUTIES:**

* Foster and maintain relationships with all clients seeking venue and venue support for events throughout the calendar year
* Maximize revenue by maintaining and expanding relationships with existing customer base, and by innovative outreach to new clientele
* Create and distribute schedules, timelines, floor plans, and set up for all rental events
* Participation during occasional Abbey programming and client events (opportunity to increase earnings)
* Coordinate staffing, equipment, and catering requirements for each event
* Oversee event budgets, client billing and payments
* Participate in weekly staff check-ins
* Foster strong ongoing partnerships with clients through great communication and service
* Other duties as assigned

**SALARY:** $13.00-$14.00/HR (20 hours/wk) + Average commission over $600/month

Additional Event hours available as well as rental discounts

**APPLICATION DEADLINE:** Applications will be reviewed on a rolling basis.

Alberta Abbey Foundation

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***Alberta Abbey Foundation is an equal opportunity employer and welcomes***

***applications from individuals who will contribute to its diversity.***