

Title: School and Group Sales Coordinator

Facility: George Ranch Historical Park

Pay Scale: \$16.50 per hour, 30 hours per week, part-time, benefits eligible

Supervisor: Director of Visitor Services

Position Overview:

The School Field Trip and Group Sales Coordinator acts as the primary contact for booking school field trips and adult group tours, as well as public special events not sold through the ticketing system. Coordinates scheduling and planning of visits with Programs, Site Rentals, & Marketing Departments. For school field trips and adult tours, receives calls from trip coordinators, helps them select the best offering to meet their needs, manages invoicing process and creates the schedule for their visit. Manages sales for the occasional public special event administered outside the ticketing system. Assists in the Visitors Center for general sales and admissions.

Essential Functions and Responsibilities:

- Answers all booking inquiries and coordinates details for school and group visits
- Participates in creating the sales plan for educational programs, tours, and special events.
- Carries out duties as designated in the sales plan
- Maintains school contact information and teacher contact lists in an accurate and timely manner.
- Through the school sales plan and excellent customer service, builds and enhances partnerships with area school districts, libraries, historical sites, museums, educational institutions, and city/county entities; fosters partnerships that promote history and preservation in the community through collaborative programs

Other Duties:

- Following the annual sales plan, coordinates publicity and promotion of educational programming with GRHP leadership and FBHA Marketing Director
- Maintains timely and accurate statistics and prepares monthly reports
- Serves as staff for special events on the annual calendar of events. Examples include Texian Market Days, Campfire Christmas, Easter Egg Hunt.
- Attends FBHA staff in-services and GRHP team meetings
- Other duties as assigned by the supervisor

Knowledge, Skills, and Abilities:

- Strong customer service skills and positive attitude
- Works well independently and shows self-motivation
- Demonstrates initiative, problem-solving skills, creativity, analytical skills and follow through
- Superior capability in oral and written communications

- Excellent organization skills; capable of managing competing priorities and pressures
- Familiar with appropriate and current computer technology including Microsoft Office and Excel. Experience with Vantix a plus, but not necessary
- Physical activity of this position includes standing for sustained periods of time indoors and outdoors, walking, and moving objects up to 20+ lbs

Education and Experience:

- Bachelor's degree in Education, Museum Studies, History, or related field preferred with relevant professional experience
- Minimum 2 years in education, museum field or non-profit customer service-related experience preferred.