

Job Description: Sales & Events Coordinator

Zeitgeist Center for Arts and Community

About Zeitgeist

Our mission is to practice the art of growing a healthy, connected community empowered to create and thrive. Zeitgeist is a non-profit arts and community development organization headquartered in downtown Duluth, MN and committed to growing and sustaining a community that is inclusive, diverse, creative and sustainable; a place where every individual can thrive. Working in partnership across the region, Zeitgeist connects like minded organizations and people to collaboratively create programs that make lasting change.

Zeitgeist Inclusivity Statement

- We value a culture of self-expression and support the rights of Indigenous people, LGBTQAI+ people, women, and people of color.
- We actively work to build social systems of equity and inclusivity while dismantling systems of oppression.
- We actively create spaces, built and unbuilt, that support all abilities.
- We support and engage in sustainable approaches to interacting with our shared land, air, and water.
- We acknowledge that we are located on land ceded by the Anishinaabe in the 1854 Treaty and that this land, historically and today, holds great significance for Indigenous peoples.

We expect this list to evolve and we expect to make mistakes. And to be honest, Zeitgeist does not currently represent our inclusivity, sustainability, or creativity goals. Nonetheless, we're committed to forward progress, and we're looking for applicants who see themselves as partners in this work.

Job Purpose

The Sales & Events Coordinator is responsible for the successful booking and execution of all events including taking inquiries, coordinating with departments on bookings, creating detailed event sheets, effectively communicating event needs, following up on event bookings and actively selling Zeitgeist spaces to meet event booking and revenue goals.

Primary Duties & Responsibilities

- Book events in restaurant, private dining room, atrium, conference room, Teatro and Zinema
- Maintain calendars of these spaces and coordinates events
- Verify event details with customers by sending them the event sheet and confirming details
- Create contracts for event bookings when appropriate
- Distribute event information to key staff, lead event meetings and ensure a good understanding of event details
- Send thank you notes to event booking customers and asks for repeat business
- Ensure payments are collected for all events

- Actively seeks out new events and promotes repeat business
- Develop basic understanding of Teatro and Zinema equipment and operations to be able to help execute events when necessary to ensure their success.
- Contribute to the overall success of Zeitgeist by performing other essential duties and responsibilities as assigned or directed

Key Performance Indicators

- Ensures successful event bookings by verifying information and communicating details to key staff
- Increases repeat business and sales through actively selling spaces in various ways including cold calling

The Ideal Candidate will

- Demonstrate experience in booking & managing events.
- Demonstrate experience in sales and customer service.

Qualifications / Experience

- Strong oral and written communication skills
- Ability to build relationships and work effectively with internal staff and the public on events
- The ability to work independently and with a team while meeting deadlines

Job Status & Salary

This position is a part-time employee of Zeitgeist (10-20 hours per week). The starting salary will be between \$16-\$24 per hour, and the role includes the following benefits: complimentary employee meals & drinks, complimentary movies & event entries, restrictions do apply. Zeitgeist is an equal opportunity employer.

To Apply

The position will remain open until filled by an appropriate candidate. Interviews are expected to begin early February.

Please send via email to Stevie Twining at stevie@zeitgeiststarts.com the following application packet:

- A cover letter,
- Resume, and
- Three professional references