

CJ'S OFF THE SQUARE

est | Garden Wedding & Event Venue | 2005

Position Title: Sales Manager / Wedding & Event Planner

Type of Position: Full Time

Salary: \$37,000 Base salary plus \$17,500+ in potential sales and performance bonuses

Reports To: Owner

Position Overview

The position of Sales Manager / Wedding & Event Planner exists to manage event sales as well as planning responsibilities for weddings and events at CJ's Off the Square.

Event Sales –Giving tours of the venue, following up on leads and closing sales; Educating peers through networking about opportunities and offerings of CJ's Off the Square.

Event Planning & Management - Work with clients to plan their event at CJ's Off the Square using our proprietary planning system and in-house event services; coordinate the set up and break down of the event with our team while providing every client, their family and guests with best in class customer service.

Duties include but are not limited to:

- Being an expert at providing information about the venue as well as our packages and services
- Answering incoming calls and emails requesting information about our venue and services
- Giving tours of the venue and following up with sales leads
- Achieving monthly, quarterly and annual sales goals
- Onboarding new clients
- Managing event calendar with planning team and owner
- Managing the event planning process for a roster of approximately 30 clients through ongoing communication via phone, email and personal interaction
- Providing our clients and their families with excellent customer service, creative ideas and resourceful referrals and other assistance throughout the planning process
- Maintaining an expert knowledge of wedding & event trends and local industry resources
- Establish and maintain excellent relationships with our core vendor team
- Be able to problem solve and effectively manage an event schedule on the event day
- Providing our clients and their guests with a wonderful experience at every point of interaction with our company
- Other jobs and duties as required

Ideal candidates for this position are *friendly, professional, and positive*. They are *creative thinkers* and *practical managers*. They are *self-motivated*, detail-driven and comfortable working both on their own and within a team. They must excel working in a small office environment and have a *passion for service*. They are not afraid of rolling up their sleeves to get the job done right. They are *organized* and

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efficient. They must use clear and concise verbal communication in an occasionally high-stress environment. They understand the value of *excellent customer service* and are willing to go the extra mile to satisfy a client.

They will maintain a calm and courteous attitude at all times to ensure all clients and their guests enjoy each and every interaction they have with CJ's Off the Square. They understand that the success of each event is directly linked to their success in their position.

Job Requirements

- While office hours are flexible, event days are not. **Candidates must be available Friday, Saturday and Sunday during our event season (April – third week of November). No exceptions.**
- A bachelor's degree or equivalent workplace experience in wedding/event industry or hospitality industry
- Minimum of 2 years of experience in event planning
- Minimum of 1 year of experience with sales and/or marketing
- Excellent customer service skills
- Qualified candidates are skilled at Word, Excel and Outlook. They must also be proficient with Facebook, Instagram, Twitter and Pinterest.
- Must have a valid driver's license and dependable form of transportation (occasional errands or site visits required)
- Professional appearance and demeanor required
- **Physical Demands:** This job has physical demands. Examples: standing, walking, lifting/moving objects up to 40 pounds, vision req., noise level, etc, particularly when on-site at an event. Must be able to climb a 10' ladder. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Perks:

- Mandatory summer break: Office is closed the week of the 4th of July (this is paid time off in addition to below)
- 12 Floating Holidays per year (This includes any and all paid time off such as vacation and sick days). Time off is accrued quarterly (3 days per quarter) and will expire within one year.
- The office is closed on Mondays
- Vacation days may not be used during the event season without express permission of the owner
- Bonuses are given when sales goals are met and for 5-star reviews given by clients on your roster
 - 2018 Performance Bonus is \$100 per 5-star review, maximum of 5 per event and must be given by a client or parent of client. Sites that qualify for the review bonus include Facebook, WeddingWire.com, TheKnot.com, Yelp.com, Google.com – and others to be determined by the owner.

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- 2019 Sales Bonus is \$2500 when annual sales goal is met (60 total events with no less than 55 being Classic/Premier wedding packages). This sales goal is only awarded at the end of the event season and is forfeited if employee leaves the company before the season ends.
- \$500 sales bonus for each Classic or Premier package you book over the goal of 55.

NOTE: This job description is not intended to be all-inclusive. Employee may perform other related duties as negotiated to meet the ongoing needs of the organization.