

The University of Texas at San Antonio

Job Description

Job Title: Events and Advancement Coordinator, ITC

Code: 16431

Salary Grade: 58

FLSA Status: Exempt

Department/Division: Institute of Texan Cultures

Summary

- Function: Provide professional support to the various facets of the museum's Advancement efforts.

 - Scope: Responsible for selling, planning, and coordinating museum rentals and events.
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Duties

- Typical:
 1. Provide exceptional service to museum guests and partners while adhering to established branding standards and goals.
 2. Develop and maintain a sales plan that outlines detailed strategies for meeting monthly, quarterly, and annual revenue goals.
 3. Generate new business
 4. Renew and sustain old business
 5. Coordinate all facets of assigned on and off-site museum events
 6. Facilitate account transaction including but not limited to budget monitoring, invoicing, collections and payroll.
 7. Maintain detailed call and activity sheets to report customer interaction
 8. Collaborate with ITC communications staff to implement approved marketing strategies
 9. Communicate information regarding facility use, programs operations and campus policies, regulations, and procedures to stakeholders
 10. Supports the ITC Advancement Team's data entry of facility rental clients/patrons, prospective partners, and incoming daily donations or as assigned.
 11. Supports as assigned the coordination of the museum's gala, exhibit opening receptions, VIP events, membership activities and special events as well as other UTSA events (i.e. Great Conversations).
 12. Perform additional duties as assigned.

- Periodic:

N/A

Education

Required	Preferred
Bachelor's Degree in Business Management, Public Administration, Marketing, Communications or related field from an accredited institution.	N/A

Other Requirements

Required	Preferred
Experience in data management Excellent interpersonal skills Team player attitude and approach Possess the ability to work well across the museum's departments, University-wide offices and with external individuals, groups, organizations, and businesses.	Familiarity with Raiser's Edge software Experience using booking and reservation software Demonstrated relationships with convention and visitors bureau sales teams, and events management firms Knowledge of the San Antonio event industry and competitive set. Microsoft Outlook and Access Budget monitoring experience

Experience

Required	Preferred
Two years of experience in event sales and coordination to include experience in corporate sales and selling a venue. General knowledge of sound and lighting system and related equipment utilized in event management	Experience in the San Antonio hospitality industry. Knowledge of the hospitality industry local and regional markets. Relationship-building and partnership-development experience. Demonstrated experience in executing effective event planning.

Equipment

Required	Preferred
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Personal computer and standard office equipment.	N/A
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Working Conditions

Usual	Special
Normal office conditions/occasional off-site work	Flexible schedule needed for evening and weekend event coverage.
	This position is non-commission

Supervision

Received	Given
Overall review for efficiency and effectiveness.	Direct supervision of assigned staff.

Accuracy

Proficiency in all phases of the duties performed.
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Security Sensitive

Specific job requirements or physical location of some positions allocated to this classification may render the position security sensitive, and thereby subject to the provisions of section 51.215 Texas Education Code.

Internal Control

Within the scope of position duties, responsible for seeing that operations are effective and efficient, assets are safeguarded, reliable financial data is maintained, and applicable laws, regulations, policies, and procedures are complied with.
