



155 Gibbs Street, Suite 300, Rockville, MD 20850 | 301.315.8200 | visartscenter.org

## **Event Sales Coordinator**

**Part-Time | Hybrid with Regular On-Site Presence | Rockville, MD**

**Pay Rate: \$25–\$30/hour**

VisArts is seeking a proactive, customer-focused sales professional who enjoys building relationships, managing inquiries, and guiding clients through the booking process. As our Part-Time Event Sales Coordinator, you will play a key role in driving private event revenue by managing venue inquiries, conducting tours, preparing proposals, and converting qualified leads into booked events.

This is an ideal opportunity for someone with hospitality, venue sales, or event coordination experience who thrives in a fast-paced environment and enjoys balancing customer service, organization, and sales strategy. You'll work closely with leadership while helping maintain consistent inquiry response and sales pipeline activity in a fast-paced event environment. Success in this role requires strong follow-through, responsiveness, and the ability to confidently guide prospective clients from inquiry to booking.

### **Why This Role Is Compelling**

This role directly supports VisArts' private events revenue growth by ensuring prospective clients receive organized, timely, and professional communication from inquiry through booking. The Event Sales Coordinator plays a visible role in shaping client experience, maintaining inquiry momentum, and helping convert interest into confirmed business.

### **What You'll Focus On**

#### **Manage Inquiries & Sales Pipeline**

You will serve as the primary point of contact for prospective private event clients, managing inquiries, follow-up communication, venue availability requests, and sales pipeline activity. Responsibilities include maintaining accurate CRM records, tracking lead activity, and ensuring prospective clients receive timely and professional communication throughout the booking process.

#### **Conduct Venue Tours & Client Consultations**

You'll schedule and lead venue tours for prospective clients, guiding them through available spaces, package options, venue policies, and next steps. This role requires



strong communication skills, responsiveness, and the ability to confidently position VisArts' spaces and services in a professional and client-focused manner.

### **Prepare Proposals & Drive Booking Conversion**

You will prepare proposals and contracts using approved pricing, packages, and add-ons while ensuring all materials are accurate and aligned with venue policies. This role also supports sales administration through organized recordkeeping, pipeline tracking, reporting, and lead source management.

### **Support Sales Administration & Outreach**

This role also supports sales administration through organized recordkeeping, reporting, pipeline tracking, and lead source management. Additional support may include outreach events, open houses, or wedding-focused marketing initiatives.

## **Who We're Looking For**

We're excited to meet candidates who bring:

- 1–3 years of experience in event sales, hospitality, customer service, or related field
- Strong written and verbal communication skills
- Confidence conducting venue tours and speaking with prospective clients
- Strong organizational skills and attention to detail
- Ability to manage multiple inquiries and follow-ups simultaneously
- Experience using Microsoft Office, shared drives, CRM systems, and event management software
- A proactive, responsive, and sales-minded working style
- Ability to work independently and manage follow-ups without constant direction
- Flexibility to work evenings and weekends as needed

### **Work Location & Schedule**

- Hybrid role with regular on-site presence required in Rockville, MD
- Estimated 15–25 hours per week
- Evening and weekend availability required for tours, open houses, and client meetings as needed

## **About VisArts**

VisArts is a nonprofit arts center serving Montgomery County through art classes, camps, exhibitions, artist studios, residencies, and inclusive programs for artists with disabilities. We believe creativity builds connection—and that a diverse team makes our



work stronger. We strongly encourage applicants of all backgrounds, including BIPOC, AAPI, and LGBTQ+ candidates.

## **To Apply**

Please submit your resume (and optional cover letter) to [careers@visartscenter.org](mailto:careers@visartscenter.org). Applications are reviewed on a rolling basis.