

Job Announcement

Events Sales Coordinator

Part-Time | Hybrid | Rockville, MD
20 Hours per Week | \$25/Hour

VisArts is seeking a **proactive, customer-focused professional** to serve as the primary point of contact for prospective event clients. As our **Events Sales Coordinator**, you will manage inquiries, conduct venue tours, guide prospective clients through the booking process, and help determine whether VisArts is the right fit for their event. You'll play a key role in generating event business while creating a welcoming and professional first impression of the organization. Once an event is booked, you'll coordinate a seamless transition to the Events Manager for planning and execution.

This is an ideal opportunity for someone who enjoys building relationships, managing multiple client conversations simultaneously, and helping people envision memorable events in a unique arts-centered setting. From weddings and galas to corporate functions and community gatherings, you'll be a key contributor to the growth and success of VisArts' event rental program.

Why This Role Is Compelling

- Serve as the first point of contact for prospective clients exploring VisArts' distinctive event venues.
- Help drive event revenue while introducing clients to one of the region's most unique arts-centered event destinations.
- Conduct venue tours and guide clients through the sales and booking process.
- Work in beautiful gallery, rooftop, and event spaces located in the heart of Rockville Town Square.
- Join a collaborative team that values professionalism, responsiveness, and exceptional customer service.

What You'll Focus On

Manage Venue Inquiries and the Sales Pipeline

You will serve as the primary contact for prospective clients across all inquiry channels, including website submissions, email, phone calls, referrals, event platforms, and other lead sources. You'll respond promptly, ask thoughtful qualifying questions, and guide prospects through the early stages of the booking process while maintaining accurate records within the CRM system.

Conduct Venue Tours and Client Consultations

You will provide engaging tours of VisArts' event spaces, helping prospective clients envision how their weddings, celebrations, galas, corporate events, or community gatherings could take place within our venues. You'll discuss layouts, logistics, pricing, policies, amenities, accessibility, and available services while identifying each client's specific needs and priorities.

Support Booking and Client Handoff

Once a client decides to move forward, you will coordinate contract execution, deposits, and required documentation. You'll compile all relevant event information and ensure a seamless handoff to the Events Manager, providing complete details on the client's goals, preferences, and event requirements.

Support Business Development Efforts

You'll help generate future event opportunities through open houses, networking events, community outreach, and other business development initiatives. You'll also track lead sources, conversion rates, and sales activity to help strengthen the overall performance of the events program.

Collaborate Across the Organization

You will work closely with the Director of Events and Events Manager to ensure strong communication, accurate records, and seamless client experience from initial inquiry through booking. You'll also provide administrative and event support as needed.

Who We're Looking For

We're excited to meet candidates who bring:

- **1-3 years of experience** in event sales, hospitality, customer service, venue operations, or a related field.
- Excellent customer service and relationship-building skills.
- Strong written, verbal, and interpersonal communication abilities.
- Excellent listening skills and the ability to ask thoughtful questions and present information clearly.
- Strong organizational skills and the ability to manage multiple inquiries, deadlines, and priorities simultaneously.
- Experience preparing proposals, contracts, invoices, or other client-facing materials.
- Proficiency with Microsoft Office, CRM systems, and related software platforms.
- Experience tracking sales activity, contracts, payments, and related records.
- A proactive, solutions-oriented approach and the ability to work independently.
- Enthusiasm for the VisArts mission and the ability to represent the organization professionally.

If you don't meet every qualification listed but are excited about the role, we still encourage you to apply.

Work Location & Schedule

- Part-time position averaging **20 hours per week**, not to exceed 29 hours per week.
- Hybrid schedule with flexibility based on department and client needs.
- Occasional evening or weekend availability may be required for venue tours, networking events, open houses, or event support.

VisArts is located in Rockville Town Square and offers a variety of event spaces, including contemporary galleries, a rooftop terrace, and flexible indoor venues that host weddings, galas, corporate gatherings, and community celebrations throughout the year.

Compensation & Benefits

- **\$25 per hour.**
- Part-time positions do not include benefits.
- Opportunity to build experience in event sales, hospitality, and client relationship management.
- Collaborative and mission-driven workplace.

About VisArts

VisArts is a nonprofit arts center in Rockville, Maryland, offering art classes and camps, four contemporary galleries, artist studios, residencies and fellowships, a supported studio program for artists with disabilities, and community outreach programs. We serve thousands of students, artists, and visitors annually through inclusive visual arts creation, instruction, and presentation. VisArts also operates versatile event spaces that host weddings, galas, corporate events, exhibitions, and community gatherings throughout the year.

To Apply

Please submit your resume and optional cover letter to careers@visartscenter.org. Include examples of event sales, client relationships, proposals, consultations, or venue booking experience that demonstrate your ability to guide clients through a successful sales process. Applications are reviewed on a rolling basis and the position will remain open until filled.

VisArts is an equal opportunity employer and encourages candidates of all backgrounds and experiences to apply.