



JOB OPENING
Rental Sales Manager
Bayview Opera House
www.bvoh.org

October 5, 2017

Bayview Opera House is looking for a skilled **rental sales manager** who will be responsible for all rental sales and rental coordination. The Bayview Opera House is currently expanding our rental program that prioritizes renting to artists and arts organization for cultural presentations, but also seeks to attract corporate business such as meetings, conferences and company parties to increase revenues, and rents the facility to community members for family gatherings, meetings and other private events. The rental manager will attend to customer inquiries, but also develop strategies to attract new business, help create appropriate marketing material, and make contact with new prospects.

Hours

This position is a full-time position with a 9-5 schedule. Occasional evening and weekend times as required by scheduled activities, but the majority of time is spent in the office during regular business hours. Opportunities for growth and professional development.

About Bayview Opera House

Bayview Opera House runs a community Cultural Center in San Francisco's Bayview Hunters Point District, a low-income community with great potential. Our mission is to bring people together through arts and culture. Community events, presentations of music, plays, dance and visual art, and quality arts education for Bayview youth are our central activities.

Our historic building, the Bayview Opera House Ruth Williams Memorial Theatre, was closed for almost 3 years for building upgrades, but now the building is open again, is fully ADA compliant, has a beautiful new outside garden with an outdoor stage and features state-of-the-art technical equipment to support performances and event rentals. Our small staff of six is expanding in order to operate the improved facility and further develop our position as the anchor institution for the Bayview Town Center, a fledgling arts and restaurant district.

Scope and Impact of the Rental Sales Manager

The Rental Sales Manager will play a central role in supporting the development of a secure earned revenue stream that diversifies our income, and attracting more artists to use our venue for their performances, a benefit to our community.

We are looking for an individual who is enthusiastic and can come up with creative solutions to promote sales, carefully attends to all relevant details, and works well as part of a dedicated team.

Principle Accountabilities

- Conduct direct sales outreach in person, by phone, and in writing
- Create and execute strategies for increasing rental sales
- Oversee the rental booking process and be responsible for the timely response to all inquiries, meeting the customers' needs, invoice and contract processing and ensuring timely receipt of rental payment, insurance documents and set-up plans

- Monitor the flow of rental customer information and work with the IT team to continuously update the process to make it serve our customers better and the internal process more efficient
- Work closely with the marketing coordinator to create engaging content and select photos for websites, social media, newsletters, online listings and reports to promote our venue to artists and corporate clients
- Work well as part of the rental team which includes the production and customer service managers
- Seek out and establish relationships with private and corporate event planners who would like to work with our venue
- Other tasks as assigned

Required Qualifications

- B.S. or B.A. is required, preferably in related field.
- Superior writing and verbal skills (no grammar or spelling errors)
- Ability to create effective sales strategies
- Comfortable speaking with customer in person and by phone
- A minimum of two years experience in a sales position
- Proficiency in social media platforms, online promotions, mailing platforms, websites
- Proficiency in Microsoft Word, Excel, PowerPoint, Google Docs, Dropbox, Adobe Acrobat
- Detail-oriented, good memory, ability to maintain excellent accuracy
- Able to connect with diverse people, form alliances and partnerships
- Ability to organize and prioritize work
- Ability to work independently with little supervision
- Excellent interpersonal skills, friendly personality
- Bonus skills: proficiency in Spanish, Filemaker Pro

To Apply

Please email cover letter, resume, three references, and 1-3 writing samples (business letters, longer emails) in a customer facing setting in .doc or .pdf format to jobs@bvoh.org

Attn: Barbara Ockel, Executive Director

Subject: [YOUR NAME], Rental Sales Manager

No phone calls please. Position open until filled.

Bayview Opera House is an equal opportunity employer and does not discriminate on the basis of race/ethnicity, national origin, sexual preference, disability, veteran status, age or other protected class. We especially encourage Bayview residents and diverse candidates to apply.