

GLASS HOUSE

Wedding & Social Event Sales Manager

Glass House is more than a building, it is a state of mind. A way of thinking and working, a place to gather, to connect, to learn and to make progress together. Culture is at the heart of everything we do. We believe “culture eats strategy for breakfast” but we love strategy too. We are in pursuit of more sustainable systems, building bridges through social happenings, workshops, and art residencies, connecting community through food, design, and civics, and making memories through gatherings, weddings, and private events.

WHY WE'RE HERE

We're looking for a results-driven Wedding and Social Event Sales Manager with excellent interpersonal skills to actively seek out and engage potential wedding and social event rental clients for Glass House.

WHY YOU'RE HERE

You're here because you're an enthusiastic, goal driven, relationship-oriented kind of person. You enjoy the event industry and nature of social based events like weddings, birthdays, bar/bat mitzvah's, anniversaries, surprise parties and more. You also enjoy the sales processes, building strong relationships and creating sales and marketing strategy. You're open to learning and/or also enjoy event planning from a venue lens which includes creating timelines, putting together food & beverage orders and floor plans for each event you book. Project management skills are great for this part of the role.

WHAT YOU'RE HERE TO DO

As the Wedding & Social Event Sales Manager you'd be responsible for ensuring the quality of the entire sales & event process with non-corporate related events. From marketing strategy, outreach efforts, to inquiry through booking, contracting, and planning the event. Responsibilities will look like:

- Establish, develop, and maintain positive client relationships
- Act as an ambassador and the 'face of the company' and help to promote Glass House
- Create & coordinate sales strategies and implement outbound sales tactics to help generate wedding and social related event rentals for Glass House and Holden Room
- Coordinate your sales and marketing efforts with the corporate event manager to help ensure all marketing and social media efforts are on-brand and within marketing budgets
- Analyze the market's potential and keep abreast of event best practices and marketing trends geared toward social events and weddings as it relates to how they select their event venues
- Provide weekly updates and monthly reports to the ownership, documenting sales activity, volume, and revenue achievements
- Handle all non-corporate related inquiries, client questions & venue tours
- Handle all non-corporate related contracting, collecting payments and finalizing rental details
- Plan and organize corporate events details into an Event Order that is handed off to the facility team and food & beverage manager for execution. Planning and organizing each event including only venue related responsibilities (not planning the client's full event for them!). This includes creating venue relevant timeline, gathering food & beverage details, and creating a floor plan.

WHAT YOU'LL NEED

- Good sales and administrative experience
- High motivation for out-bound selling, negotiation, and collaborative communication
- Ability to prioritize your time and stay organized
- Excellent written and verbal communication skills
- Experience working with a CRM (Customer Relationship Management) system
- Willingness to learn in detail and represent our in-house food & beverage menu
- Ability to organize client details, timelines, and menu choices
- Ability and willingness to work unique hours as determined by the events
- Ability and willingness to share some of the workload with internal team members
- Respect for team members and openness to feedback so we all grow together

The responsibilities and tasks of this position may change from time to time. Glass House reserves the right to add, delete or modify these tasks and responsibilities at its discretion. This job description is intended to describe the general level of work being performed. It is not intended to be all-inclusive. Glass House is proud to be an Equal Opportunity Employer of Minorities, Women, Protected Veterans, and individuals with Disabilities and does not discriminate based on gender preference, identity or sexual orientation.