

# Texas Historical Commission

## Job Vacancy Notice

<b>Position Title:</b>	Group Sales and Events Coordinator
<b>Classification Title:</b>	Program Specialist I
<b>Job Posting Number:</b>	22-2100-50
<b>Salary:</b>	\$2,964.00-\$3,400.00/Monthly
<b>Salary Group/Class#:</b>	B17/1570
<b>FLSA:</b>	Exempt
<b>Opening Date:</b>	05/09/2022
<b>Closing Date:</b>	Until filled
<b>Duration:</b>	Regular, Full-time
<b>Hours/Week:</b>	40
<b>Work Location Address:</b>	French Legation State Historic Site, 802 San Marcos St., Austin, TX 78702

**JOB OBJECTIVE:** Under the direction of the Site Manager and in coordination with the site's vendor partner, the Group Sales and Events Coordinator performs moderately complex group sales and event planning work, as well as routine administrative support at the French Legation State Historic Site of the Texas Historical Commission (THC). Administrative support includes overseeing administrative/business operations, coordinating the purchase and procurement process, filing, and monthly reporting. Work involves promoting, booking, and coordinating all logistics related to group sales (bus tours, local and regional stakeholder/corporate/civic groups - any group other than school field trip bookings); also involves promoting, booking, and coordinating all logistics related to private rental event use of the site and museum facilities. Responsible for coordinating catered events with the onsite vendor partner, compliance with established security requirements and site-use procedures for private events. May train others. Work under moderate supervision with limited latitude for the use of initiative and independent judgment.

### ESSENTIAL DUTIES:

1. Coordinate the delivery of group tours and private events as well as facilities use by community partners to ensure maximum efficiency and to avoid scheduling conflicts with other site business/audiences.
2. Work in cooperation and collaboration with the concessions/retail vendor partner and site staff to develop and implement integrated opportunities for promotion and sales of compelling retail, catering, and onsite experiences with group tour organizers, and local and regional stakeholder/corporate/civic groups.
3. Maintain a schedule for all current events and track and respond to requests for proposed events. Research and recommend new opportunities for events to maximize exposure to target audiences and achieve site goals and objectives effectively.
4. Maintain knowledge of current purchasing and procurement policies and practices. Train site staff in the procurement process and oversee the handling of requisitions and product/services acquisitions.
5. Respond to internal inquiries and interpret related rules, regulations, policies, and procedures.
6. Generate reports on expenditures and purchase order accounts, including monthly procurement report. Assist in compiling data for charts, databases, summaries, and other required reports, including tracking and recording financial, sales and associated records related to annual group tours and special event booking.
7. Serve as a liaison for the site to the regional business community to maximize corporate bookings and community events hosted by these partners.
8. Assist in providing logistical and operational support for site-hosted events, both public and private, particularly for the site's community partners' activities.
9. Identify local and regional group tour clients as well as national bus tour operators that travel to Austin and the Texas Hill Country to solicit business.

10. Conduct formal and informal surveys to determine customer needs and satisfaction and recommend types of private event offerings necessary to best serve clients.
11. Evaluate group sales and event packages and operations with focus on: quality, consistency, customer service and satisfaction, image and branding, marketing and promotions, competitive analyses, and marketplace trends.
12. Serve as the on-site host for private events booked outside of site operating hours.
13. Work closely with site educator to ensure that tours or private events incorporate public history elements when appropriate.
14. Contribute to social media promotion for the site, particularly as it relates to group tours and private event bookings.
15. Maintain work areas, office equipment and supplies of office materials and inventory database of materials acquired to support groups and events.
16. Maintain appropriate administrative records per records retention policy.
17. Serve as occasional manager-on-duty when required.
18. May assist with light cleaning of floors, dust exhibits and store shelves, cleans door glass, empties trash, replenishes/clean restroom.
19. Coordinate all set-up and take-down activities planned in support of private events hosted at the museum facility or on the grounds.
20. Adhere to established work schedule with regular attendance.
21. Follow all THC safety guidelines/procedures and ethics requirements.

**NON-ESSENTIAL DUTIES:**

22. Perform other duties as assigned.

**QUALIFICATIONS/REQUIREMENTS (The application must specifically state how each of the following qualifications are met):**

- Graduation from an accredited four-year college or university with a degree (or one year of work experience related to the essential duties may substitute for one year of college);
- Work experience in planning, coordinating, overseeing, and managing group sales, conferences and/or special events;
- Work experience communicating and coordinating with diverse groups;
- Work experience processing purchases or other similar administrative procedures;
- Valid driver's license, acceptable driving record and ability to drive a state vehicle; and
- Required to travel up to 10% of the work period.

**PREFER:**

- Work experience with Texas state procurement policies and contract management; and/or
- Experience using computer-based Point of Sale retail management software with perpetual components.

**KNOWLEDGE, SKILLS AND ABILITIES:**

- Knowledge of Microsoft Office Suite including a strong working knowledge of Excel;
- Knowledge of rules and regulations applicable to private event hosting, including laws and policies regarding alcohol served at such events;
- Knowledge of retail sales practices and procedures, including ordering, receiving, inventory control, merchandise display and record keeping;
- Knowledge of accounting and audit accountability;
- Knowledge of maintenance techniques and procedures needed to support private event scheduling and staging;
- Effective verbal and written communication, human relations, and organizational skills;
- Effective critical thinking skills;
- Skill in providing customer service excellence to both internal and external customers;
- Skill in operating a personal computer with word processing, database, and spreadsheet software;
- Ability to handle emergencies, complaints, stressful situations, and large groups of people;
- Ability to implement new systems and procedures to evaluate efficiency and effectiveness;
- Ability to analyze problems, evaluate alternatives and recommend effective solutions;

- Ability to process information in a logical manner and to assess validity;
- Ability to work in a setting requiring self-motivation/cooperative decision-making and to work effectively with diverse groups of people and as a team player;
- Ability to work effectively under pressure and meet strict deadlines while maintaining extreme attention to detail;
- Ability to multi-task in a fast-paced environment;
- Ability to adapt successfully and quickly to change and deliver quality results in a timely manner;
- Ability to plan, organize and work independently, as well as within a team environment;
- Ability to train others;
- Ability to exercise sound judgment and discretion; and
- Ability to maintain the highest level of confidentiality.

**REGISTRATION, CERTIFICATION, OR LICENSURE:**

Must have or obtain a valid Driver's License and Defensive Driving Course to be able to operate state vehicles.

**ENVIRONMENT/PHYSICAL CONDITIONS:** The workplace setting is a historic site, in an office and in outdoor settings where there is exposure to high temperatures, weather, dust, insects and pollution. This employee typically works irregular hours other than 8:00 a.m. to 5:00 p.m., with days off other than Saturdays, Sundays, or holidays. This position may involve walking; standing; pulling and pushing; kneeling, stooping, and bending; safely lifting and carrying items weighing up to 30 pounds and climb two steep flights of stairs on a regular basis. Work includes walking on uneven pathways and unpaved surfaces.

**REMARKS (Application procedures, Special requirements):** State of Texas application must be submitted through the [CAPPS website](#). Only applicants interviewed will be notified of their selection or non-selection. Resumes will NOT be accepted in place of a completed application.

The Texas Historical Commission is an equal opportunity employer and does not discriminate on the basis of race, color, religion, sex, national origin, genetic information, age or disability in recruitment, selection, appointment, training, promotion, retention, or any other personnel action or deny any benefits or participation in programs or activities which it sponsors.

Section 651.005 of the Government Code requires males, ages 18 through 25, to provide proof of their Selective Service registration or of their exemption from the requirement as a condition of state employment.

As part of the employment process, THC will conduct a driving and criminal background check. Unsatisfactory information relevant to the position may disqualify the applicant from employment.

Disability access for testing and interview accommodations can be provided upon reasonable notice by contacting Human Resources at 512-305-6729.

THC participates in E-Verify and will provide the Social Security Administration and, if necessary, the Department of Homeland Security with information from each new employee's Form I-9 to confirm work authorization.

**Additional Military Crosswalk information can be accessed at:**

[https://hr.sao.texas.gov/Compensation/MilitaryCrosswalk/MOSC\\_ProgramManagement.pdf](https://hr.sao.texas.gov/Compensation/MilitaryCrosswalk/MOSC_ProgramManagement.pdf)

**Veterans:** Go to [www.texasskillstowork.com](http://www.texasskillstowork.com) for assistance with translating your military work experience and training courses into civilian job terms, qualifications/requirements, and skill sets.

**For New Hires/Rehires:** Health insurance is available the 1st of the following month after a 60-day waiting period.

**AN EQUAL OPPORTUNITY  
AFFIRMATIVE ACTION EMPLOYER**