

Texas Historical Commission Job Vacancy Notice

Position Title:	Group Sales and Events Coordinator
Classification Title:	Program Specialist I
Job Posting Number:	24-1800-24
Salary:	\$3,000.00-\$3,650.00/month
Salary Group/Class#:	B17/1570
FLSA:	Exempt
Opening Date:	10/26/2023
Closing Date:	Until filled
Duration:	Regular, Full-time
Hours/Week:	40
Work Location Address:	Varner-Hogg Plantation State Historic Site, 1702 N 13th St, West Columbia, TX 77486

JOB OBJECTIVE: Under the direction of the Site Manager and Assistant Site Manager, the Group Sales and Events Coordinator performs moderately complex group sales and event planning work. Work involves promoting, booking, and coordinating all logistics related to group sales (bus tours, local and regional stakeholder/corporate/civic groups - essentially any group other than school field trip bookings); also involves promoting through social media and other forms of print, booking, and coordinating all logistics related to private event use of museum facilities. Responsible for compliance with established security requirements and site-use procedures for private and site 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 to ensure maximum efficiency and to avoid scheduling conflicts with other site business/audiences.
2. Maintain a schedule for all current events /educational programs and track and respond to requests for proposed events. Research and recommend new opportunities for events/programs to maximize exposure to target audiences and effectively achieve site goals and objectives.
3. Create and promote compelling packages for group tour planners to encourage them to book experiences at the Varner-Hogg Plantation museum facility.
4. Coordinate customized tour elements for bookings with appropriate museum staff to ensure program quality and customer satisfaction.
5. Serve as a liaison for the site to the regional business community to maximize corporate bookings and community events hosted by these partners.
6. Create connections with neighboring museums and local non-profit organizations.
7. Provide logistical and operational support for public and private site-hosted events.
8. Identify local and regional group tour clients and national bus tour operators that travel the I-10 corridor in Texas to solicit business.
9. Create and maintain partnerships with local vendors to provide catering or similar services requested by tour groups.
10. Track and record financial, sales, and associated records related to annual group tours and special event booking.
11. Compile and maintain an inventory database of materials acquired to support groups and events.
12. Promote the site to regional businesses and individuals who might schedule/book private events at the facilities.
13. Conduct formal and/or informal surveys to determine customer needs and satisfaction and recommend types of private event offerings necessary to best serve clients.
14. Evaluate group sales and event packages and operations focusing on quality, consistency, customer service, satisfaction, image, branding, marketing and promotions, competitive analyses, and marketplace trends.
15. Serve as the on-site host for private events booked outside museum operating hours.

16. Coordinate all set-up and take-down activities planned in support of private events hosted at the museum facility or on the grounds.
17. Work closely with site administration – particularly visitor services and education departments, to ensure that tours or private events incorporate public history elements when appropriate.
18. Contribute to visitor service operations when needed, including admissions, museum store sales, and product development. Serve as occasional manager-on-duty when required.
19. Contribute to social media promotion for the site, particularly as it relates to group tours and private event bookings. Assist educators in developing social media material for upcoming programs.
20. Lead and organize all volunteer opportunities and outreach programs, including recruiting and training new volunteers, keeping a database of volunteer information and skills, matching volunteers to opportunities that suit their skills, keeping volunteers informed, and conveying the organization's purpose to the public.
21. Responsible for the onsite rental cottage, which includes, but is not limited to:
 - Cleaning
 - Laundry
 - Scheduling and promoting
22. Adhere to an established work schedule with regular attendance.
23. Follow all THC safety guidelines/procedures and ethics requirements.

NON-ESSENTIAL DUTIES:

24. 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 (one year of work experience related to the essential duties may substitute for one year of college);
- Minimum two years' work experience in planning, coordinating, overseeing, and managing group sales and/or special events;
- Work experience communicating and coordinating with diverse groups;
- 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;
- Experience using computer-based Point of Sale retail management software with perpetual components;
- Experience in hospitality management;
- Experience in fundraising;
- Experience in managing volunteers; and/or
- Experience with working with diverse communities.

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 effectively work with both rural and historically marginalized communities;
- 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;
- 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 the 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

Veterans: Go to 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**