



Event Sales + Logistics Manager

About the Role:

We are seeking a dynamic and experienced **Event Sales + Logistics Manager** to join our team at BAYarts. This is a part-time, hybrid position (2 days in-office) that requires a blend of savvy sales skills, logistical expertise, and a passion for creating unforgettable events. The ideal candidate will be responsible for generating revenue through event sales, overseeing behind-the-scenes event logistics, and building strong client relationships.

Key Responsibilities:

Sales and Business Development:

- Identify and pursue potential clients for event bookings.
- Develop and implement effective sales strategies to increase revenue.
- Build and maintain strong relationships with clients, vendors, and industry partners.
- Negotiate contracts and pricing to maximize profitability.
- Leverage Honeybook to streamline the sales and client management process.

Event Logistics and Operations:

- Oversee all aspects of event planning and execution, including venue setup, catering, and staffing.
- Coordinate with vendors and suppliers to ensure timely delivery and quality of services.
- Develop and implement detailed event timelines and checklists.
- Manage budgets and track expenses to ensure profitability.
- Address any issues or challenges that arise during events promptly and efficiently.
- Oversee and staff internal BAYarts events.

Team Management:

- Lead and motivate a team of event monitors, set-up staff, and any additional team members.
- Assign tasks, delegate responsibilities, and monitor performance.
- Provide training and support to team members to enhance their skills and knowledge.

Qualifications:

- 7+ years of experience in the events/arts community, with a proven track record in event sales and logistics, preferably in the hospitality or event planning industry.
- Strong understanding of event planning principles and best practices.
- Experience with building and managing budgets.
- Superior time management skills.
- Proficiency in event planning software and tools, including Honeybook.
- Excellent communication and interpersonal skills.
- Strong organizational and time management skills.
- Ability to work under pressure and meet tight deadlines.
- A passion for creating memorable events.
- Entrepreneurial mindset, visionary, self-starter, but needs to collaborate effectively.
- Corporate experience, combining business acumen with creative flair.

Benefits:

- Competitive salary with a base rate of \$25-\$30 per hour based on experience, plus commission with a potential increase after reaching a specific sales target.
- Flexible schedule (up to 29 hours per week).
- Accrued vacation time.
- 3% Simple IRA.
- One free BAYarts class per quarter.
- Opportunity to attend and represent BAYarts at external events.

If you are a highly motivated and results-oriented individual with a knack for problem-solving, we encourage you to apply. **Please send a resume and cover letter to rentals@bayarts.net.**