



SALES AND EVENTS MANAGER

Sales and Events Manager is an hourly position available to begin immediately or with a flexible start date. This position will work directly with the business owner. The role will focus on client interaction through inquiries, in-person tours, and throughout the booking process. Furthermore, this position will include customer service once a client has booked, including emails, phone calls, and in-person interactions. The manager will schedule walkthroughs with clients and perform a variety of tasks leading to the successful execution of events on the property, while ensuring Olio's standards are being met.

This is a great job for a sales-focused candidate with a flexible schedule and experience in weddings and special events and/or historic properties. This role has three primary goals: selling the business, managing client interactions from start to finish, and meeting and exceeding customer expectations.

Note: this is not specifically an event planner or coordinator role.

JOB FUNCTIONS

Duties and responsibilities include but are not limited to:

- Respond promptly to all clients, vendor, guests, staff and other emails and phone inquiries.
- Assist with the sales process for all clients by managing every step of the process, including touring, follow-up, contracting, billing processes, and related duties.
- Assist with the creation and maintenance of contracts, invoices, detail forms, and records applicable to events.
- Manage and supervise events independently as needed (Olio does not provide a planner/coordinator).
- Generate leads with cold calling, past client outreach, and networking.
- Plan, market, and execute regular open house or similar experiences.
- Represent the business in a positive manner at tradeshow, networking events, meetings, and assigned trainings.
- Comprehend, apply and explain venue rules, policies, and procedures to clients and vendors.
- Establish and maintain cooperative and effective working relationships with others, including Olio's staff.
- Comprehend and maintain compliance with all applicable health and safety regulations.
- Provide reporting to venue ownership.
- Other tasks related to event sales and client management, as needed.

EDUCATION AND EXPERIENCE:

The ideal candidate for the Sales and Events Manager has:

- 2+ years of experience working with wedding or event management, or related area.
- 2+ years of proven sales experience in any field, preferably in hospitality.



- A degree from an accredited college or university, or comparable experience.

REQUIRED SKILLS

The ideal candidate for the Sales and Events Manager position should:

- Have superior knowledge of event/meeting logistics including catering, audio/visual, strategic event layout, and general event operations/management.
- Be self-motivated and results-driven with ability to work independently and as part of a team.
- Be honest, dependable, punctual, and detail-oriented.
- Be personable and enjoy working with people using tact, patience, and courtesy.
- Be a strong, clear communicator.
- Have flexibility to adapt to a varied work schedule and event scheduling demands.
- Have excellent organizational skills and the ability to multi-task.
- Embrace the diverse backgrounds and practices of our client base.
- Proficient in Microsoft Word, Excel, Google Workspace with the ability to learn a client management program.
- Be able to lift 30 pounds, work long days, and spend several hours standing.

DESIRED QUALITIES

Preference will be given to candidates who:

- Have skills relating to social media management, modern marketing, and event sales promotion.
- Have an interest in a part-time role in event coordination at the owner's other business, Without A Hitch.
- Reside near our location.
- Have a valid driver's license and access to a vehicle as needed.
- Are interested in growing with our small business over time.

WORK SCHEDULE

This is a year-round hourly role ranging from 20 to 40 hours per week, the majority of which will be completed onsite. Your schedule and quantity of hours will vary throughout the year and be determined in coordination with ownership based on scheduled tours and events. Evening and weekend availability and flexible scheduling are required for this position.

COMPENSATION

This is an hourly position with compensation ranging from \$33 to \$43 per hour, plus commission, depending on experience. Direct deposit is required.



TO APPLY

Submit your resume and a thoughtful cover letter to Sarah Narcus at sarah@oliopeabody.com. No phone inquiries, please.

COMPANY DESCRIPTION

Olio is a non-traditional event space for weddings, parties, corporate events, galas, and more. We are a mother/daughter owned with a small team. Our property is located at our venue in downtown Peabody, Massachusetts. We are booked for more than 70 weddings and events already this season, with continued opportunity for growth in this and future years. Joining our team is an excellent opportunity for a qualified candidate to be part of a small startup and make real contributions to the business. For more information about our company, visit www.oliopeabody.com

Olio Events LLC is an Equal Opportunity Employer. Candidates with diverse backgrounds and experiences are encouraged to apply.