

Venue Sales Manager

Full-Time Position

Yakima Area Arboretum (YAA) • 1401 Arboretum Drive, Yakima, WA 98901 • (509) 248-7337

ABOUT THE YAKIMA AREA ARBORETUM (YAA)

The YAA is a non-profit living plant museum on 46 acres of land managed as botanical collections, display gardens, natural areas, and building facilities. The YAA provides an assortment of educational opportunities to people of all ages. Funding to support the Arboretum is obtained through a variety of sources, including the rental of the Jewett Interpretive Center and grounds for business meetings and special events.

JOB SUMMARY

We are seeking a fun and energetic person to join our small office staff as a full-time Venue Sales Manager. The Venue Sales Manager (VSM) is often the first point of contact for people visiting or calling the Arboretum. Primary responsibilities include overseeing all facility rentals, including rental payments, touring the facility with potential customers looking to book us for a Wedding, Quinceñera, Celebration of Life, etc., invoicing & sending contracts. The VSM is also in charge of managing the Tree House Gift Shop which includes researching and ordering store inventory and reconciling the accounts. The VSM will also help with general administrative and accounting duties, assist with YAA events, and oversee custodial work.

PRINCIPAL DUTIES

- Act as the first point of contact for people calling or visiting the Jewett Interpretive Center.
- Manage all aspects of the Arboretum's venue rentals from showing the facilities to handling all paperwork, i.e. contracts, invoices, billing, collecting and returning of deposits.
- Oversee the Tree House Gift Shop, i.e. researching and ordering inventory.
- Marketing the venue and gift shop to increase sales.
- Conduct reconciliations of the till and income received at the YAA every 2 weeks using Square POS.
- Assist in the planning and implementation of YAA special events.
- Be an active participant on the Board of Director's Facility Committee.
- Represent the Arboretum to the general public in a professional manner.
- Be familiar with the YAA grounds and collections, and inform the public about YAA activities and events.

QUALIFICATIONS

Required

- Excellent customer service skills
- Must have a great sense of time keeping and be punctual
- Must have excellent writing skills and be detail oriented
- Excels at working in a busy environment with many interruptions
- Basic accounting and math skills
- Must be able to work independently and without supervision
- Bilingual in English/Spanish

Preferred

- Be familiar with Microsoft Office products (Word, Excel Access), Google for Non-profits and Square POS
- Minimum two years of college, an associate's degree in business or accounting

WORK SCHEDULE

Full-time: Tuesday – Saturday 9am to 5pm, with some evenings and weekends to coincide with special events.

PAY & BENEFITS

\$18 to \$22 hour depending upon experience and education, plus health insurance for the employee, and after a six-month probation period 12 paid vacation days for the first 1- 4 years of service.

SUBMITTING YOUR APPLICATION

Please email your resume and a cover letter explaining why you feel you are a good candidate for the position to Colleen Adams-Schuppe at colleen@ahtrees.org. Position is open until filled.