

## **Group Sales Specialist (full-time contract April 1, 2018 – Jan 31, 2019)**

Lipont Place is a new multi-functional contemporary art space which will host Titanic: The Artifact Exhibition from June 2018 to Jan 2019. We are now looking for a Group Sales Specialist to join this project. The incumbent actively prospects for, solicits, and sells group visits and coordinates the daily operations of the Group Sales program. The core focus of this position is to realize established ticketing, and attendance goals for this exhibition.

### **Titanic: The Artifact Exhibition**

Exhibition Venue Lipont Place will be hosting museum-quality travelling exhibition Titanic: The Artifact Exhibition from June 23, 2018 to January 11, 2019 (6.5 months) at 4211 Number Three Road, Richmond, BC, which is right across from the Canada Line Skytrain Aberdeen Station.

The galleries in this fascinating exhibition put audiences inside the Titanic experience like never before. The exhibition features real artifacts recovered from the ocean floor along with room recreations and personal histories, each highlighting a different chapter in the compelling story of Titanic's maiden voyage.

### **Lipont Place**

Lipont Place was established in 2016 as a privately owned prominent exhibition venue in Richmond, BC, Canada. Besides producing and hosting professional art exhibitions, traveling exhibitions and cultural events, Lipont Place is welcoming its first major traveling exhibition Titanic: The Artifact Exhibition in June 2018.

### **Duties and Responsibilities**

- Work with the Project Manager on developing and executing the group sales strategy.
- Generate new group business and build client relationships through various sales efforts including but not limited to prospecting, site visits, and tradeshow.
- Maintain contact database, implement marketing initiatives. Track and assess efficiencies.
- Track sales weekly, monthly and quarterly to ensure goals are being met.
- Maintain outstanding customer service and effective communication to current and prospective clients.
- Coordinate with Visitor Services staff to schedule Group Sales bookings.

### **Knowledge, Skills, and Abilities**

- Strong organizational and communication skills
- Superb presentation skills. Speak comfortably and knowledgably in public
- Excellent written communication skills
- Knowledge of standard sales reporting

- Budget forecasting, development and management skills
- Must have supervisory/management experience and proven leadership skills with a diverse staff
- Two or more years experience is required
- Working knowledge of computer systems and applications with proficiency in computerized electronic cash register systems, Excel, Google Suite, Word; Ticketing system experience

**Salary:**

\$20-\$22/hour

(Free parking is available for employees.)

**Application deadline**

March 25, 2018 5:00pm

**How to apply**

Please send cover letter, resume and a full body shot to HR Manager at [hr@lipont.com](mailto:hr@lipont.com).  
No phone calls please. Only the short-listed candidates will be contacted.