



Job Posting **Assistant Manager of Facility Sales and Service**

Durham Arts Council, a leading arts agency in North Carolina, seeks an Assistant Manager of Facility Sales and Service. The position provides support for the Facilities department, which oversees all building utilization, while focusing on the promotion and marketing of Facility special event space rentals through interaction with visitors, clients, event managers, and community. The Durham Arts Council facility serves over 300,000 visitors annually. The Assistant Manager of Facility Sales and Service is the primary point of contact for all persons entering the Durham Arts Council facilities. This position is responsible for creation and execution of space rental contracts and scheduling and monitoring all room/space assignments in the facility for classes, rehearsals, meetings, office tenants, and special events. The position is also responsible for DAC switchboard coverage and various administrative support functions. Position reports to the Director of Facilities and Visitor Services.

QUALIFICATIONS & EXPERIENCE

Minimum 2 years experience in special event and facility sales and management preferred. Proficiency in MicroSoft Outlook, Word, Excel, and database management required. Excellent interpersonal, organizational, and customer sales/service skills required. Bachelor's degree preferred. The individual must be comfortable working in a team environment that is both entrepreneurial and mission-driven. Successful candidate will be a strategic thinker, comfortable with technology, and able to establish and maintain positive relationships internally and externally.

COMPENSATION & BENEFITS

Full time position; salary range high 20's to low 30's depending on experience, and excellent benefits. Durham Arts Council provides high quality plans for health insurance, dental, vision, short and long-term disability, life insurance, Section 125 plan, Employee Assistance program, and provides up to 3% match for employee contributions to its Simple IRA retirement plan. Professional development opportunities for staff include workshops, conferences, webinars, and classes based on budget resources and performance.

APPLICATION

Qualified applicants should E-mail resume, salary history, and cover letter to Director of Facilities and Visitor Services, Durham Arts Council, Attn: Assistant Manager Position; 120 Morris Street, Durham, NC 27701. E-mail applications to jkershaw@durhamarts.org. Application deadline is November 15, 2011. No phone calls. DAC is an Equal Opportunity Employer.

More information on the Durham Arts Council is available at www.durhamarts.org

More information about Durham, North Carolina is available at <http://www.durham-nc.com/>

For complete job description visit http://www.durhamarts.org/job_opportunities.html

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