

Job title: Client Sales Coordinator
Reports to: Senior Director of Communications & Sales
Status: Open until filled

Please note that this is a part-time position, responsible for working 3 to 4 days and 25/30 hours per week.

Job duties

This individual will assist the efforts of the entire Communications & Sales team. Specific responsibilities include:

- Performing all administrative tasks associated with the execution of all Field Trips and Group Tours at the Detroit Historical Museum and Dossin Great Lakes Museum. Tasks include drafting and distributing confirmation letters and invoices for tour payments; working with other departments on tour changes, bookings, and cancellations; collecting tour payments; and compiling group tour packets for each tour.
- Maintaining an accurate database of all transactions.
- Researching potential tour sales customers, recommending a sales plan of action and executing against that plan to help create new tour business.
- Producing monthly productivity reports.
- Meeting with outside organizations to create new tour sales.
- Working with Senior Director of Communications & Sales on related promotional and outreach strategies.
- Assisting in Society customer relations activities, including responding to phone inquiries and providing general Society information.
- Performing other duties as assigned.

Desired qualifications

- Problem solver able to provide excellent customer service
- Strong organizational skills with keen attention to detail
- Sales experience with knowledge of metro Detroit community and Michigan Department of Education's Social Studies Content Expectations preferred
- Experience in Microsoft Access, Word and Excel with strong mathematical skills
- Demonstrated time management ability
- Bachelor's degree and 1-2 years related experience preferred

Salary: Up to \$13/hour based on qualifications

Interested candidates please submit resumes and letter of interest to:

Peter Poulos, Senior Director of Communications & Sales
Detroit Historical Society
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Detroit, MI 48202
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