

Sales and Events Coordinator

Job Summary

The Sales and Events Coordinator is responsible for the selling, booking and detailing of groups and events across Vista Cruises, Inc brands, inclusive of Zenith Adventure, Zenith Basecamp and Vista Fleet. Sales and Events Coordinator embodies the organization's core focus of embracing an outdoor life and creating superior memories, and is able to speak, sell, plan and execute all parts of Vista Cruises, Inc. brands.

This position will oversee goal-oriented sales initiatives and operations within the organization as designated by General Manager and ownership. This position will require employee to be available nights, weekends, and holidays during peak seasons. This position will have a set weekly schedule as designated by the General Manager dependent on sales and events schedule, and will have a regularly scheduled "manager on duty" rotation as designated by management.

This position will provide great experience in developing leadership and organizational skills, as well as working directly with professionals in the sales and events field. The person in this position should be outgoing and organized, and ready to take on various tasks that are assigned. This position is currently seasonal beginning immediately and continuing through October.

Core Focus:

- To act as a liaison to all Vista Fleet Inc. brands - be able to speak, sell, plan, and execute all parts of Vista Cruises Inc. brands, inclusive of Zenith Adventure, Zenith Basecamp and Vista Fleet. Sales and Events Coordinator embodies the organization's core focus of embracing an outdoor life and creating superior memories across all brands.
- Oversee the selling and booking of groups, school groups, weddings and private events at Vista Fleet, Zenith Adventure and Zenith Basecamp
 - Full detailing and organizing of booking with patrons.
 - Overseeing and ensuring successful execution of event or group visit.
 - Connect and communicate with catering partners, as well as other industry partners and professionals for successful execution of groups and events.
 - Oversee sales goals and implement strategy for groups and events.

Group and Event Execution:

- Detail, manage and occasionally assist the successful set up and take down of each event or group. This may include cleaning duties and the lifting of tables and chairs as well as other equipment and adventure equipment (paddle boards, kayaks, etc).
- Act as the point of contact for contracted guests, as well as delegate tasks to various crew members prior to event or group visit.
- During events and cruises, this position may be required to help bartend and cocktail along with assisting in food service as needed.
- Perform occasional operational duties of the bar and concession-stand including, but not limited to, stocking and displaying of merchandise, bartending, cocktailing and food service.

Office:

- Respond promptly to inquiries about potential events, group bookings, tour groups and field trips via phone call or email.
- Implement and execute active sales initiatives to hit goals.
- Actively engage with the Marketing Director to promote areas of business.
- Provide tours of facilities to guests.

Necessary Skills:

- Expected to be outgoing and comfortable with conversing with guests to enhance their experience with our products and services. Must have a passion for actively building relationships and networks.
- To be a strong advocate of the City of Duluth and surrounding area. Required to have knowledge of other event vendors, attractions, restaurants and hotels in the area.
- Learn safety protocols and maintain the safety and security of guests and fellow employees.
- Pass pre-employment drug test per Coast Guard requirements and submit to random drug testing (for Vista Fleet vessels).
- While on board Vista Fleet vessels, assist the Captain by handling the lines when leaving and returning to the dock. Must be comfortable on the water.
- Knowledge of cash registers and iPad technology. Have good cash handling skills and ability to operate registers.
- Must be able to lift 30lbs +, bend and move in close quarters, stand and walk on feet for 8+ hours

- Willingness to work a flexible schedule; weekdays, weeknights, weekends and holidays.

Job Type: Full-time, Seasonal with opportunity for year round position. Earned Sick and Safe Time as designated by hours worked.

Starting Salary: \$17.00 /hour + Commission

To apply: please send resume and cover letter to Colleen Smith, General Manager - csmith@vistafleet.com.