

VACANCY ANNOUNCEMENT

Title: Group Bookings Specialist

Status: Full-time, Salaries – Non-exempt

Starting Salary Range: \$27,000 to \$30,000 per year with full benefits

Application Period: Open until Filled

Principal Functions:

The Group Bookings Specialist is the primary inside sales professional at the Park and assists with all non-financial administrative functions. He/she provides sales services to incoming callers and in-person visitors including a heavy volume of group bookings for student groups and others. The incumbent initiates inside sales efforts aimed at group and individual travelers and assists the Director of A&M with a variety of non-financial administrative tasks, performing many of them independently. He/she serves as the primary contact for all Park facility bookings – corporate, private, and weddings - and provides customer service at special Park events.

Responsibilities:

The Group Bookings Specialist will:

- Maintain primary responsibility for the booking of school and other educational groups, facility rentals, Civil War Adventure Camps, special programs and services such as custom tours and symposia and all guided tour services
- Actively promote enhanced sales of group tours, facility rentals and other special services by following up with existing clients and identifying new markets
- Coordinate facility rentals – corporate, private, and weddings – to include catering and rental agreements and sometimes serve as a liaison between clients and vendors
- Bear primary responsibility for representing the Park with facility booking clients and prospective clients by maximizing revenue generation through bookings
- Promote the sale of Park products and services, including memberships
- Assist with logistics for special programs including the Breakthrough Anniversary, Teacher Institutes, Symposium, Festivals, and others as assigned through hands-on and planning activities
- Serve as main contact point for vendors for special events
- Communicate with special program participants to ensure that information regarding reading lists, lodging opportunities, etc. are received in a timely manner
- Maintain proficiency in using word processing and spreadsheet computer software applications
- Maintain effective oral and written communications skills using Standard English grammar and writing styles
- Maintain reliable attendance and punctuality

- Possess the ability to work a flexible schedule including evenings, weekends, holidays, and in critical situations as required
- Maintain cordial, cooperative, and professional work relationships with co-workers, supervisors, and the public
- Maintain a professional appearance consistent with Park standards
- Maintain the ability to support multiple tasks simultaneously without close supervision
- Assist other departments and participate in special events as needed
- Perform other duties as assigned

Preferred Qualifications:

- Possess a Bachelor's degree in a relevant field and one year of paid relevant experience or an Associate's degree and three years paid relevant experience
- Two years of experience using word processing and spreadsheet software applications
- Effective verbal and written communication skills using Standard English at a college graduate level.
- Demonstrated ability to support multiple tasks simultaneously without supervision.
- Demonstrated ability to draft professional correspondence.
- A positive work record demonstrating reliability.
- Ability to work a flexible schedule including occasional weekends, holidays, and extended

To Apply: Submit a complete Pamplin Historical Park application form and a narrative statement of not more than two typewritten pages addressing the preferred qualifications for this position. Additional materials may be included at the applicant's discretion; however, the Park does not guarantee the return of any application materials. Highly qualified applicants will be interviewed by telephone. The best candidates will be invited to participate in a personal interview at the Park at their own expense. All applicants will be notified about the status of their application; therefore, we request that applicants do not call the Park for information about their candidacy. Applicants wishing to withdraw their name from consideration should notify Pamplin Historical Park at their earliest convenience.

To obtain an application form, log on to www.pamplinpark.org, call (804) 861-2408, or request one at the Park. Submit completed application packets to: Pamplin Historical Park, Attn: Amanda Bennett, Director of Administration and Membership, 6125 Boydton Plank Road, Petersburg, VA 23803. Application packets may be mailed, faxed to (804) 861-2820, or hand-delivered.

About Pamplin Historical Park: Pamplin Historical Park is located on a 424-acre campus in Dinwiddie County, Virginia, six miles from Petersburg and 31 miles south of Richmond. The Park contains four museums, four historic homes, features an extensive costumed interpretive program, and preserves the site of a major Civil War battlefield. Pamplin Historical Park, a privately owned 501 (c) (3) non-profit organization, employees more than 35 people and is a major historical attraction. Please visit our website at www.pamplinpark.org for more information.