



**JOB TITLE: Sponsorship & Events Coordinator**

**SALARY RANGE: \$ 46,000.00 - \$ 63,000.00**

**OPENING DATE: November 5, 2021**

**REPORTS TO: Special Events Manager (River Walk)**

**WORK HOURS: Monday – Friday 8:30 AM – 5:30 PM - (some evenings, weekends, holidays and occasional travel - minimum forty (40) hours per week with flexible arrangements, some telework for the next 12 months)**

**JOB SUMMARY:** Under general supervision, is responsible for promoting the Visit San Antonio River Walk Division, securing sponsorship commitments, and helping coordinate monthly event logistics and programming and activities. This position initiates and executes event activity and requires the ability to work designated weekends, holidays, and evenings for events.

**ESSENTIAL JOB FUNCTIONS:**

- Plans, prepares, and supports each event and/or activity VSA plans along the River Walk throughout the year
- Identifies, solicits, and maintains contact with representatives of current and potential sponsorship partners
- Identifies and maintains accurate files on current and prospective sponsors, including through use of the Customer Relations Management (CRM) System
- Helps to recruit and coordinate volunteers and staffing for each event
- Tracks sponsor invoicing and payments
- Identify, vet, procure, and contract event exhibitor vendors and booth vendors for selected events
- Participate in evaluating program/event success, and report/document results to Events Manager
- Execute the on-site operational event environment (e.g., signage, displays, etc.) with Events Manager and aides in adherence to event budgets
- Create and maintain all designated online event forms for website (e.g., Artisan page and caroling registration)
- Responsible for providing event web content to Events Manager in a timely manner
- Ability to drive, or learn to drive, our barge fleet
- Performs related duties and fulfills responsibilities as required

## **JOB REQUIREMENTS:**

- 3 – 5 years event production and sponsorship procurement experience
- Valid Class 'C' Texas Driver's License
- Experience in planning organizational events both small and large scale. Prior experience in a membership-based organization, hotel, tourism and/or hospitality industry is a plus.

## **KNOWLEDGE SKILLS AND ABILITIES:**

- Ability to work successfully in an independent or team environment
- Ability to work in a fast paced and deadline driven environment with strong attention to details and strong time management skills
- Strong verbal and written communications skills
- Professionalism in communicating and building relationships with the public, stakeholders, and community leaders
- Exemplary customer service skills
- Keen awareness of developments and strong existing relations within the community
- Abundant knowledge of San Antonio, its attractions, events, and activities
- Technical skills, including strong internet skills, proficient in Microsoft Office, generating and processing invoices / expense reports, social media, customer relationship management software and the ability to learn new software
- Excellent presentation and facilitation skills
- Passion for San Antonio and customer service

## **APPLICANT INFORMATION:**

- If selected for this position, official transcripts, diplomas, certifications and licenses must be submitted at the time of processing. Unofficial transcripts and copies of other relevant documents may be attached to the application for consideration in advance.
- Please be advised that if selected for this position, information regarding employment history as it relates to the qualifications of this position will be needed for employment verification. Applicants claiming military service to meet the experience requirement for this position may attach a DD214 to the application.
- Applicants selected for employment with Visit San Antonio in this position must receive satisfactory results from pre-employment drug testing and background checks. If required for the position, a physical, motor vehicle record evaluation, and additional background checks may be conducted.

**PHYSICAL REQUIREMENTS:**

Ability to perform heavy lifting of up to 50 pounds, to include but not limited to office supplies and event props and equipment. Good physical dexterity and ability to move freely while working on floating/moving boats. Ability to work outside in typical and non-typical weather conditions for the area.

Physical requirements also include visual acuity, speech, and hearing; hand and eye coordination and manual dexterity necessary to operate computer keyboard. Subject to sitting, standing, lifting, and walking to perform the essential functions.

This position is a fulltime position, subject to local travel and/or evening and weekend hours on an as needed basis. Visit San Antonio offers a competitive benefits package including paid holidays and annual leave, health & wellness plan options, and retirement plan options. Visit San Antonio is an equal opportunity employer. Applications from women, individuals with disabilities, veterans, and people of diverse cultural backgrounds are encouraged.

**To apply for this position, please send your application, EEO questionnaire, resume, and cover letter to [jobs@visitsanantonio.com](mailto:jobs@visitsanantonio.com).**

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