



CALL FOR CANDIDATES

Group Sales Coordinator

Kentucky Derby Museum
Louisville, Kentucky

Kentucky Derby Museum is a 501(c)(3) non-profit charitable organization that sits on the front steps of historic Churchill Downs Racetrack. It is one of the premiere attractions in the Louisville region, celebrating the tradition, history, hospitality and pride of the world-renowned event that is the Kentucky Derby. The Museum welcomes over 230,000 visitors annually; a large percentage of those visitors come from outside of Kentucky, journeying from across the country and the world.

Position: **Group Sales Coordinator**
Department: Events & Sales
Reports To: Group Sales Manager
FLSA Status: Full-Time/Hourly

Summary of Position: The Group Sales Coordinator is responsible for supporting the administrative duties of the Group Sales department, including schedule coordination and other duties as assigned by the Group Sales Manager.

Essential Duties and Responsibilities:

- Answers, screens and routes phone calls in order to maintain effective scheduling of group tours.
- Follows-up with group contact regarding all contracts, invoices, tax exemption forms, visit instructions, parking information, FAQ, etc.
- Maintains timely communication with group contacts to answer questions and make reservation updates.
- Works interdepartmentally to ensure accurate and timely communication of group tour information.
- Greets and welcomes groups upon arrival to the Museum, as necessary.
- Maintains quantity of material and supplies for the department.
- Assists with group specialty tours and off-site events, as necessary.
- Assists the Education department with booking reservations.
- Other duties as assigned.

Supervisory Responsibilities:

- This position has no direct supervisory responsibilities.

Work Schedule:

- Schedule will typically be Tuesday – Saturday from 8:30 AM – 5:00 PM, with occasional early morning and evening work required during peak times.





Qualifications:

- High School Diploma or equivalent.
- Associates degree preferred, but not required.
- Experience working in customer service.
- Proficient in Microsoft Office systems, especially Word, Excel and Outlook.
- Strong written and oral communication skills, specifically with telephone correspondence.
- Must show great attention to detail and possess strong organizational and multitasking skills.
- Must possess a valid driver's license.
- Must be able to successfully pass a criminal background check.

Interested candidates may submit their resume to ewilkins@derbymuseum.org

We thank all applicants for their interest; however only those candidates selected for interviews will be contacted.

The information contained in this job description is not exhaustive of all the duties and responsibilities of this job, nor is it intended to be an all-inclusive list of the skills and abilities required to do the job. At the discretion of Museum management, duties and responsibilities may change due to reasonable accommodation or other reasons at any time.

The Kentucky Derby Museum is an Equal Opportunity Employer. All qualified candidates will receive consideration for employment without regard to race, class, religion, country of origin, political belief, disability, age, gender identity, sexual orientation, protected veteran status, or any factor protected by law.

