



Sales and Marketing Coordinator

Job Summary

The Sales and Marketing Coordinator is responsible for promoting The Dream Space as the premier event venue and rental service provider. This role involves developing marketing strategies, generating leads, and converting inquiries into bookings to increase revenue.

Key Responsibilities

- Develop and Implement Marketing Strategies:**
 - Promote the venue and rental services through digital and traditional channels, including social media, website, email campaigns, and events.
- Generate New Leads:**
 - Engage in networking, outreach, and advertising to attract potential clients.
- Client Interaction:**
 - Respond to client inquiries and provide comprehensive information about venue rentals and event planning services.
- Relationship Building:**
 - Establish and maintain strong relationships with event planners, corporate clients, and other potential partners.
- Content Creation and Management:**
 - Develop and manage content for social media platforms, the website, and promotional materials.
- Performance Tracking and Reporting:**
 - Monitor marketing performance and adjust strategies as needed to meet sales goals.
- Collaboration:**
 - Work with the Event Venue Coordinator and Rentals Manager to create promotional packages and special offers.
- Event Coordination:**
 - Organize promotional events or open houses to showcase the venue and rental offerings.

Requirements

- Experience:**
 - Proven experience in sales, marketing, or event planning.
- Digital Marketing Proficiency:**
 - Strong understanding of digital marketing, including social media, SEO, and email marketing.
- Communication Skills:**
 - Excellent verbal and written communication skills.
- Organizational Skills:**
 - Highly organized with a keen eye for detail.
- Independence and Teamwork:**
 - Ability to work independently and as part of a team.
- Creativity:**
 - Creative mindset with the ability to develop engaging marketing content.
- Event Planning Knowledge:**
 - Knowledge of event planning and venue management is a plus.

