

Position Description

Position Title: Private Rentals Sales Manager
Reports to: Director of Guest Experience
Salary: \$56,000-\$60,000 DOE
Pay type: Salaried
Pay status: Exempt, not eligible for overtime
Hours: 40 hours per week, 5 days/week
nights or weekends will be necessary

Position Summary

The Private Rentals Sales Manager is responsible for driving revenue through the promotion and sale of private rental spaces at Tohono Chul. This role focuses on generating leads, building client relationships, and ensuring seamless event execution from inquiry to completion. The Sales Manager will work closely with the Events Coordinator, marketing team, and operational staff to create a high-quality rental experience while aligning with the organization's mission and values.

Additionally, the Private Rentals Sales Manager will support the Public Programs Manager, working closely with them to assist with public programs as needed. This position requires strong collaboration and adaptability to ensure both private rentals and public programs run smoothly.

This position is full-time, scheduled Monday through Friday, with evenings, weekends, and holidays as necessary based on event bookings. The work environment includes both indoor and outdoor settings, with exposure to extreme temperatures and various weather conditions.

Primary Responsibilities

Sales:

- Develop and implement strategies to increase private rental sales, including weddings, corporate events, celebrations of life, and other private gatherings.
- Generate leads through networking, community outreach, and collaboration with local businesses, vendors, and event planners.
- Track sales metrics, analyze trends, and provide regular reports on rental revenue and booking patterns.
- Serve as the primary point of contact for rental inquiries, guiding clients through the booking process and ensuring exceptional customer service.
- Analyze rental pricing models and make recommendations for adjustments based on market trends, demand, and competitor offerings.
- Represent Tohono Chul at industry events, trade shows, and networking opportunities.
- Ensure that event contracts are comprehensive and meet industry standards, including terms, conditions, and pricing structures.
- Collaborate with the marketing team to develop promotional materials, website content, and advertising strategies for private rentals.

Private Rental Management:

- Oversee and manage private rental events from start to finish, ensuring seamless execution, client satisfaction, and adherence to Tohono Chul policies.
- Conduct site visits and consultations with potential clients to showcase rental spaces and discuss available services.
- Create and manage rental agreements, ensuring compliance with organizational policies and event guidelines.
- Coordinate with the designated catering partner to ensure seamless service for private rental events, maintain clear communication regarding event needs, and enforce compliance with venue policies and operational guidelines.
- Assist with setup, takedown, and logistical planning of rental events, ensuring all requirements are met.
- Work closely with the Events Coordinator to ensure smooth handoff and execution of booked events.
- Manage event inventory, including sorting and organizing linens, tables, chairs, and other rental-related supplies.
- Safeguard the garden and its natural environment by ensuring all events comply with site protection guidelines.
- Handle conflict resolution and client concerns in a professional and timely manner.

Public Programs Support:

- Support the Public Programs Manager in the planning and execution of public programs, assisting with logistics, setup, and onsite coordination as needed.
- Other duties as assigned.

Qualifications

Required:

- Bachelor's degree in Business, Hospitality, Marketing, or a related field (or equivalent experience).
- Minimum of 3 years of experience in sales, event planning, or hospitality.
- Proven track record of meeting or exceeding sales targets.
- Strong communication, negotiation, and interpersonal skills.
- Able to work effectively in a team-oriented environment, collaborating across departments to ensure seamless event execution.
- Ability to build and maintain positive client relationships.
- Proficiency in CRM software, event management systems, and Microsoft Office Suite.
- Experience creating and managing event contracts, ensuring they meet industry standards and organizational policies.
- Able to analyze industry trends, assess competitor offerings, and recommend pricing or policy adjustments accordingly.
- Excellent organizational skills with the ability to multitask and meet deadlines.
- Ability to work a flexible schedule, including evenings, weekends, and holidays as needed.
- Comfortable working in outdoor environments and extreme weather conditions.



- Must be willing to assist with physical event setup and takedown as needed, including moving furniture and AV equipment to ensure successful event execution.
- Must be willing and able to undergo training in safe snake removal practices and be prepared to handle situations involving wildlife in accordance with Tohono Chul's safety protocols.
- Must meet all physical requirements.

Preferred:

- Experience in cultural, nonprofit, or botanical garden settings.
- Familiarity with event industry trends and best practices.
- Knowledge of the Sonoran Desert and its unique setting as an event venue.
- Established connections with local event professionals and vendors.

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions. While performing the duties of this job, the employee is regularly required to stand; use hands to finger, handle, or feel; and reach with hands and arms. The employee frequently is required to walk; climb or balance; stoop, kneel, crouch, or crawl; and talk or hear. The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds, anything greater should be done with assistance.

The Private Rentals Sales Manager must be able to move throughout the property to conduct site visits and oversee event logistics. This role requires the ability to lift and carry heavy objects, up to 50 pounds, including tables, chairs, event equipment, and linens. The manager must also be capable of performing event setup and takedown, which involves moving furniture and décor as needed. Extended periods of standing and walking during events are expected, along with working in outdoor environments that may include high temperatures, uneven terrain, and exposure to desert wildlife.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions. While performing the duties of this job, the employee is regularly exposed to outside weather conditions. The employee is occasionally exposed to moving mechanical parts, fumes or airborne particles, pesticides, or other chemicals. The noise level in the work environment is usually moderate.

About Tohono Chul Park

Tohono Chul is a 49-acre public garden in Tucson, Arizona whose mission is to enrich people's lives by connecting them with the wonders of nature, art, and culture in the



Sonoran Desert region and to inspire wise stewardship of the natural world. Founded in 1985, Tohono Chul has been a celebrated destination for locals to global visitors and is deemed “One of the World’s Ten Best Botanical Gardens” by Travel + Leisure Magazine.

This is an exhilarating time in Tohono Chul history as we gear up for our 40th Anniversary in 2025, as we update our Strategic Plan, embark on its first-ever visionary master plan project, and unroll a series of garden & facility projects to improve the visitor experience and prepare for climate adaptation. We offer competitive salaries and benefits, professional development support, a balanced lifestyle, and an energetic work environment.

Mission

We are a community oasis where reverence for the cultural and natural ecology of the Sonoran Desert region inspires responsible stewardship so that future generations may thrive.

Vision

We envision a Tohono Chul that is:

- An ecological leader
- An immersive environment
- A commons

Values

- Stewardship
- Belonging
- Integrity

To Apply

Submit a resume, and a letter of interest to humanresources@tohonochul.org

Tohono Chul strongly encourages people of color, LGBTQ individuals, people with disabilities, and members of under-represented communities to apply.

Applications will be considered until the position is filled

