

## Fox Event Sales Manager

**Fox Tucson Theatre, is seeking a driven and dynamic Event Sales Manager to join their team!** This is an incredible time to join and have an impact on Southern Arizona's crown jewel for arts, culture, and community gatherings.

### **Who you are:**

If you thrive on connecting with people, love the arts, and have a knack for turning events into extraordinary experiences, this is the role for you.

*You naturally make connections and are motivated to create memorable event experiences.*

*People enjoy working with you – those seeking a special venue for their events, collaborators and referral partners, and the venue teams – and want to work with you again and again*

*Detail-oriented, organized, and inspired to create memorable experiences*

*Proven ability to translate event goals and visions into successful execution*

### **What you will do:**

Lead venue rental sales and event management. In this role, you'll be the primary point of contact for clients — from first inquiry through flawless event execution — while driving new business and maximizing the Fox's use as a community hub. Collaborate with internal teams and external partners, negotiate contracts, create memorable experiences, and track results to meet ambitious revenue and community impact goals.

- Drive event sales by cultivating leads, conducting tours, and promoting the Fox across diverse sectors (arts, corporate, social, nonprofit, education, and more).
- Serve as the go-to contact for clients, guiding them through booking, planning, and execution.
- Negotiate rental terms, prepare contracts, and maintain thorough event documentation.
- Collaborate with production, operations, and vendors to ensure seamless, high-quality events.
- Track event revenue and expenses, conduct post-event analyses, and report outcomes.
- Create and refine strategies to attract new clients and maximize the venue's impact

### **Qualifications**

- 3+ years of experience in event management, venue rental sales, or related fields (performing arts or hospitality experience a plus)
- Bachelor's degree in hospitality, marketing, or related field (or equivalent experience)
- Strong sales and client relations skills with a polished, professional presence
- Excellent organizational, communication, and time-management abilities
- Comfortable working evenings and weekends as events require
- Tech-savvy with MS Office and event management software, with an eye to continuous improvement and efficiency
- Team player with a proactive, problem-solving mindset

### **Why Join?**

***Make memories. Make connections. Make Tucson proud.***

- Competitive salary + performance bonus
- Play a key role in growing the impact and visibility of a historic community landmark
- Collaborate with a passionate team dedicated to arts, culture, and unforgettable experiences

### **MISSION**

We enliven Tucson, fostering community growth and connections by shaping exceptional, live arts experiences in a celebrated setting.

### **VISION**

Our vision is to serve as a leader and collaborative partner in a thriving Tucson cultural landscape. Our success rests in how the theatre and its programs embody and facilitate a positive sense of place and connectedness, holding cherished memories and creating transformational new arts experiences for Tucsonans of all ages and backgrounds.

### **VALUES**

Together: Community · Growth · Partnership · Respect & Inclusion · Quality & Craftsmanship · Sustainable Legacy

### **Fox Tucson Theatre's commitment to Diversity, Equity, Inclusion, and Access**

The Fox Tucson Theatre is an equal opportunity employer and is committed to fostering an environment that is inclusive and welcoming for board and staff members with different backgrounds, identities, and lived experiences. Their culture embraces differences in gender expression and identity, age, culture, ancestry, ethnicity, race, color, sexual orientation, physical ability, learning style, religion, familial status, marital status, occupation, veteran status, nationality, citizenship, socio-economic status, and the many forms of composite subjectivity and life experiences.

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