

# The Big White Barn

## Wedding Venue Sales Manager – Full Time Position

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### Position Overview

- Managing and promoting sales, lead generation and follow-through, and marketing. This position reports to the owners and works as part of the entire team including cleaning staff and event manager. Major duties include: generating and responding to leads, administrating sales data, conducting tours of the venue, updating marketing channels, industry networking, and reporting lead and sales analysis.

### Tasks

- Handle incoming leads via contact, follow-ups, schedule tours, closings
- Manage various aspects of marketing including basic social media postings and various marketing avenue updates
- Organizing and managing vendor open houses, photo shoots, open tours
- Managing various bridal show booths
- Industry networking and research
- Ongoing industry education, planning, strategizing

### Qualifications and requirements

- High school diploma or higher
- Proficiency in multiple software platforms and social media platforms
- Sales background, strong people skills
- Industry background preferred
- Key traits: Strategic, analytical, problem solver, resourceful, communicative, prioritizing, adaptable, planner, goal setter, self-aware, stress manager

### Compensation

- Base salary + commission, tailored to performance and longevity

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