

Exhibit Sales Manager

Exempt: Full-time

Location: 929 E. Wisconsin Ave, Milwaukee, WI 53202

Reports to: VP of Exhibits



Our Mission:

Inspire all children to wonder and explore their world through play and innovative, hands-on learning experiences.

Become a valued member of the Betty Brinn Children's Museum's (BBCM) team! We are looking for enthusiastic, driven, analytical team players with a passion for early childhood education to help us reach our goal of providing ALL children with high-quality, hands-on playful learning experiences. We believe teamwork stems from supportive and cooperative discussions. We invest in our team member's professional growth and celebrate curious minds.

Position Summary:

Exhibit Sales Manager is responsible for managing and growing the rental and sales programs for BBCM's traveling and custom exhibits for sale. The Exhibit Sales Manager will have strong customer service and communication skills to ensure customers receive high-quality products and satisfaction. The Exhibit Sales Manager will work with the VP of Exhibits to develop and execute strategies, manage customer relationships, and achieve revenue goals.

Responsibilities

- Manage all logistical aspects for the traveling exhibits and exhibits for sale, including generating leads, quotes and contracts, shipping and delivery and installation of all exhibits.
- Identify and cultivate potential customers, respond to inquiries and follow up on all correspondence to ensure exceptional customer service and build strong relationships with museum customers.
- Collaborate with the VP of Exhibits to develop pricing and rental strategies and timelines for traveling exhibits and exhibits for sale.
- Work with the Exhibits team to ensure the successful delivery and installation of all exhibits, including scheduling, logistics, and client communication.
- Assist in the fabrication of exhibits for sale and travelers to ensure the highest quality product for customers.
- Maintain accurate records of sales and rental activity and client communications.
- Resolve customer inquiries and issues by remotely troubleshooting or traveling to the host venue.
- In coordination with the VP of Finance and Administration, track contracts, invoices and budgets to reach annual revenue goals.
- Represent the Museum at trade shows, conferences and other events to increase sales and learn industry trends.
- Perform all other duties as assigned.

Skills and Abilities

- Strong project management skills, with the ability to manage multiple projects simultaneously
- Working knowledge of materials and methods used in exhibit fabrication, and exhibit/facility maintenance and repair, including the ability to use hand tools and power tools
- Knowledge of finishing applications through hand or mechanical application of various finishes, including paint, stain, dyes, and clear coat
- Knowledge of constructing carts and/or crates that ensure the safe transportation of exhibits
- Excellent communication skills and the ability to problem solve
- Basic application of graphic design, Adobe Illustrator is a plus
- Ability to move 75+lbs and stand for an extended time
- Ability to work weekends and evenings occasionally for special events and projects with the expectation of travel for exhibit installs at 0%-10%

Salary & Benefits:

\$48,000-53,000

BBCM offers full-time employees a generous benefits package, including but not limited to the following: PTO, sick time, medical, vision, dental, and life/accidental death Insurance, an HSA with employer contributions, 401k (with a Museum match), professional development opportunities and free downtown parking.

Betty Brinn Children's Museum provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression or any other characteristic protected by federal, state or local laws.

To Apply:

Please send your resume and cover letter to hr@bbcmkids.org