



## **SALES & MARKETING ASSOCIATE**

As a sales & marketing associate, you will be responsible for marketing the museum and selling its programmes and services to relevant markets.

### **Your responsibilities include:**

- Researching and analysing sales options by identifying marketing and business opportunities.
- Identifying and working with various channels for PR & Marketing initiatives covering print, media, press and digital channels to improve visibility.
- Promoting venue by establishing contacts and developing relationships with prospects, recommending available programmes and packages and providing custom solutions for individual prospects, if necessary.
- Maintaining relationships with clients by providing support, information and guidance; researching and recommending new opportunities or suggestions.
- Identifying product improvements or new products by remaining current on industry trends, market activities and competitors.
- Preparing reports by collection, analysing and summarising information.
- Maintaining quality of service by establishing and enforcing organisation standards.
- Maintaining professional and technical knowledge by attending educational workshops; reviewing professional publications; establishing personal networks; benchmarking state-of-the-art practices; participating in professional societies.
- Contributing to team effort by accomplishing related results as needed.
- Other ad-hoc duties assigned by management.

### **Highly recommended for you to have:**

- Enthusiasm and drive, with a pleasant and friendly personality.
- The ability to adapt to different needs.
- Willingness to learn and be able to demonstrate initiative at work.
- Great organisation skills and ability to handle multiple projects at once.
- Background in sales and marketing

*If you think this position is for you, please send your CV to Christopher at [careers@ebullworks.com](mailto:careers@ebullworks.com).*