



## EVENT SALES ASSOCIATE

- ❖ *Schooner Woodward & Woodward II* are identical 74 foot sailing yachts available for public sailing and private charter departing from the Annapolis Waterfront Hotel.
- ❖ Since 1993 the *Woodwinds* have been a family owned and operated company.
- ❖ The Event Sales team is a small department of three and conveniently located just outside the Annapolis Historic District

### EVENT SALES ASSOCIATE RESPONSIBILITIES

- Sell private charters, group sails, Boat & Breakfast packages and gift cards
- Interact in a professional manner with clients via phone, email and in person
- Coordinate all aspects of group events from start to finish including:
  - Maintain contact and event related information
  - Send and follow up on event documents, payments, etc.
  - Communicate event details/orders to vendors and appropriate staff
- Support other members of the event sales team
- Attend trade shows and other sales functions
- Administrative duties
- In emergency situations, employees may need to change their normal operations and help secure business property, assets and/or vessel safety

### QUALIFICATIONS

The successful candidate should have the following qualifications:

- Excellent oral communication skills and phone demeanor
- Computer skills are required.
- Previous sales or event planning experience
- Highly motivated to bring in new business
- Ability to prioritize and complete multiple projects in a timely fashion
- Organized and accurate
- Detail Oriented
- Enthusiasm for the boating industry

### COMPENSATION

The full time salaried position would include a competitive salary commensurate with experience, starting in the low \$30,000's per annum as well as a generous PTO policy. We also offer medical benefits and retirement plan options.

### OTHER COMPENSATION

Our standard employee perks include the ability to bring friends & family aboard the *Woodwinds* when seats are available and employee discounts at Pusser's Caribbean Grille Restaurant and Store.

*Mail to: 1930-A Lincoln Drive, Annapolis, MD 21401*  
*Phone (410) 263-1981 Fax (410) 280-6952 email: [info@schoonerwoodwind.com](mailto:info@schoonerwoodwind.com)*  
*Web: [www.schoonerwoodwind.com](http://www.schoonerwoodwind.com)*