

# **New Orleans City Park Full-time Job Vacancy Notice: Birthday Sales Supervisor**



New Orleans City Park is seeking a full-time Birthday Sales Supervisor to lead the scheduling of birthday parties for the Recreational Services department, including Carousel Gardens, Storyland, and City Putt.

## **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Responsible for selling and scheduling birthday parties for the Recreational Services department, including Carousel Gardens, Storyland, and City Putt.
- Monitors market trends, demands, and pricing regarding birthday parties.
- Works with Director of Recreational Services and Concessions in planning, marketing, and implementation of party packages.
- Works with the Assistant Director of Public Relations regarding social media and website promotion and client interaction.
- Distributes information as requested to potential clients.
- Supervises Birthday Party Coordinators and staff working for each event to include scheduling, training, empowering and delegating birthday party staff to ensure exceptional customer service.
- Monitors challenges and/or complaints and revises operations as necessary.
- Maintains records and contact information, incident reports, follows up as necessary.
- Conducts regular inspection of birthday party venues for supply and maintenance needs including but not limited to cleaning and repairs.
- Provides assistance with park-sponsored fundraising events.

## **EDUCATION and/or EXPERIENCE:**

- Two years' experience in sales and staff supervision.
- Ability to work nights, holidays, and weekends as business dictates.
- Must be able to work outdoors.

\*You may apply in person at the City Park Administration Building, located at 1 Palm Dr., Monday through Friday, from 8AM to 4PM, or you can email your cover letter and resume to [hr@nocp.org](mailto:hr@nocp.org).