

July 28, 2025

SALES AND SPONSORSHIP COORDINATOR

Join the Excitement at the Conexus Arts Centre!

Are you a relationship-builder with a talent for creative deal-making? Do you thrive in a fast-paced, evolving environment where innovation and results are valued? We are seeking an energetic and collaborative **Sales & Sponsorship Coordinator** to help drive revenue and develop meaningful partnerships at Regina's premier performing arts and convention venue.

At Conexus Arts Centre, we host world-class performances, tradeshow, community gatherings, and unforgettable private events — and we're growing! This full-time position offers exciting opportunities for career advancement, and the chance to help shape the next chapter of our sales and sponsorship strategy.

About the Role:

The **Sales & Sponsorship Coordinator** plays a key role in expanding our venue's impact and revenue. This role includes event and catering sales, sponsorship development, client relationship management, and CRM oversight. The successful candidate will be confident, strategic, and passionate about connecting organizations with opportunities to engage their audiences and support the arts.

Key Responsibilities:

Sales & Sponsorship Development

- Identify and secure sponsorships for Conexus Arts Centre events and initiatives
- Renew, activate, and grow value from existing partnerships
- Create customized sponsorship packages aligned with partner goals
- Collaborate across departments (Marketing, Box Office, Event Services) to fulfill deliverables
- Maintain accurate CRM records and reporting tools

Event & Catering Sales

- Generate and qualify leads through cold calling, networking, and referrals
- Conduct venue tours and meetings; prepare quotes and proposals
- Close event bookings and negotiate contracts
- Collaborate with internal teams to ensure successful execution

Client & Partner Engagement

- Build and maintain strong relationships with clients and sponsors
- Represent the Centre at industry events and tradeshow
- Monitor sales activity using CRM, Word, and Excel

Ideal Skills and Experience:

- Minimum 3 years of experience in sales, sponsorship, or event coordination
- Proven ability to generate leads and close deals
- Strong communication and interpersonal skills
- Experience working in both B2B and B2C environments
- Familiarity with catering, AV, and event logistics is an asset
- Comfortable using Outlook, Excel, and Word; knowledge of or willingness to learn EventPro, Social Tables, Canva, ChatGPT, and PowerPoint

The Right Fit:

- Outgoing, energetic, and polished
- Passionate about creating memorable experiences
- Organized and detail-oriented with follow-through
- Self-starter with a growth mindset
- Thrives in a collaborative and fast-paced environment

Position Details:

This is a full-time position reporting directly to the Director of Sales.

Ready to join our team?

Send your resume and a cover letter by August 15th, to bim.pandya@conexusartscentre.ca

Note: *Only candidates selected for an interview will be contacted.*

Join us at the Conexus Arts Centre and be a part of something extraordinary!