

## **Exhibition Sales Manager**

Part-time, 3-month contract

Mid-level

Location: London

Start date: Immediate

Competitive day rate to be agreed

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London Design Biennale is seeking an exceptional Exhibition Sales Manager to help recruit exhibitors for a new exhibition dedicated to innovation in design, research and sustainability. The 10-day exhibition and events programme will take place in June 2022 and will showcase the research and innovation taking place in universities. The focus is the importance of design and design-thinking to society and the economy, as well as its role in the training and development of tomorrow's creative thinkers in developing solutions to the world's problems.

### **Your responsibilities:**

- Develop a strategy to ensure exhibition targets are met
- Cultivate and manage relationships with key stakeholders
- Research and outreach to new partners within the international and academic design/ design research community
- Manage and report on a pipeline of participation
- Manage and maintain a flawless prospects and participants database
- Administer and manage contracts
- Keep participants to contracted timelines to ensure smooth exhibition delivery

### **Key Requirements**

- 4 years minimum relevant experience within a sales or business development
- Clear experience of cultivating new networks and securing new business
- Proven track record of developing sales plans and meeting commercial targets
- Great communicator, comfortable presenting to everyone from internal stakeholders to important clients.
- Enthusiasm and tenacity to see tasks through to completion
- An ambitious self-starter, with excellent time management and organisational skills
- Ability to work well in a small team while being able to manage and prioritise personal workload
- Confident working with Microsoft Office (Salesforce, InDesign and Photoshop desirable)
- Excellent written and spoken English

### **APPLY**

If this sounds like a great opportunity for you, we'd love to hear from you.

Please send a CV and separate one page covering letter detailing your relevant experience and how you meet the key requirements to [info@londondesignbiennale.com](mailto:info@londondesignbiennale.com) with the subject line "Exhibition Sales Manager" by Friday 3 December 2021.