



PROGRAM AND EVENT SALES MANAGER

Passionate about the arts in our community? Looking to make a change ... and a difference? We're looking for someone like you. The Program and Event Sales Manager is responsible for maintaining venue rental clients, identifying new rental opportunities, preparing and presenting sales presentations, and following and assisting our clients through the process from initial contact to their event.

Essential Duties & Responsibilities:

- Foster relationships with current venue rental clients
- Identify new opportunities for venue rentals
- Meet with potential clients and accompany clients during walk-throughs
- Prepare effective targeted sales presentations for optimum closing rate
- Negotiate client contracts and follow through with contract details
- Work closely with venue clients and the New Hazlett team in the planning and execution of all events at the theater
- Establish or maintain working relationships with neighboring community organizations
- Other duties as assigned

JOB REQUIREMENTS

Educational Requirements:

- **Minimum Education Required:** High School Diploma

EXPERIENCE

Minimum Experience:

- Minimum of 2 years of sales experience in a revenue-generating role including contract negotiation
- Understanding of theater practices and procedures

Preferred Experience:

- Experience in project or program management
- Experience in performing arts or events management
- Familiarity with the Pittsburgh arts and culture environment

KNOWLEDGE, SKILLS & ABILITIES

- Strong organizational and time management skills with the ability to multitask and reprioritize
- Strong project management skills
- Excellent computer skills; proficient in Microsoft Office and Excel. Aptitude to learn new software applications. Experience with CRM software (ie: Salesforce, etc.) a plus
- Strong interpersonal skills with a collaborative management style
- Strong verbal and written communications skills; ability to communicate with a broad range of individuals
- Creative problem-solving abilities are necessary. Able to quickly identify and provide recommendations on issues
- Highly motivated and calm under pressure
- Able to work both independently and on teams in a fast-paced environment
- Must be willing and able to make decisions on behalf of the Theater with confidence
- Appreciation for performing arts; fun, creative with a sense of humor

Language Requirements, other than English: Not Applicable

Travel Requirements: Access to reliable transportation

Physical, mental demands and working conditions:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. The New Hazlett will provide reasonable accommodation for qualified individuals with disabilities to perform these essential functions.

- An employee in this position works in an office environment. Office equipment will be operated as part of this job.
- The position frequently requires the employee to communicate well with others both inside and outside the theater (e.g., in person, via telephone, via email).
- The employee must be able to understand, interpret and analyze data, solve problems, concentrate, research, use available technological resources and systems (e.g. computer programs), multi-task, prioritize, and meet multiple individuals to complete essential tasks.
- An employee in this position is frequently required to move throughout the workplace, sit, possess gross motor skills (e.g., to carry items, etc), communicate effectively, and see, talk and hear.

Working Hours: **Working Hours:** Shifts will vary, depending upon productions. Requires ability to work a flexible schedule, sharing evening and weekend shifts each week with other regular FT employees.

Number of Direct Reports: Not Applicable

The New Hazlett Theater is an Equal Opportunity Employer. Employment decisions are made without regard to race, color, religion, national or ethnic origin, sex, sexual orientation, gender identity or expression, age, disability, protected veteran status or other characteristics protected by law.

Employment is contingent upon your successful completion of a professional, educational and criminal background check. At the time of employment, you must also present documentation indicating that you are legally authorized to work in the United States.

Compensation: Base salary is \$40,000 with bonuses based on meeting sales goals, and includes a comprehensive benefit plan offering health, vision and basic dental insurances, disability insurance, life insurance and paid time off.

Our job descriptions are general overviews, not a mandatory comprehensive list. If you feel passionate about the arts and believe that you have the skills to contribute to the growth of the New Hazlett, we want to hear from you!

TO APPLY: Send resume with cover letter and three professional references to Kimberlee Love via email at kim@newhazletttheater.org. Applications will be accepted through January 25; interviews will be scheduled in the new year. No phone calls please. No relocation expenses provided.