



GROUP SALES MANAGER JOB POSTING

Position: Group Sales Manager
Department: Marketing
Reports to: Director of Sales
Status: Full-Time, Annual, Exempt
Start Date: Early March
Deadline to Apply: **Wednesday, February 13, 2019**

Summary:

Milwaukee Repertory Theater is looking for a second Group Sales Manager to join our expanding Group Sales Department. The Group Sales Manager will work with our sales team to develop the strategy, execution and attainment of revenue goals approaching \$400,000 annually. This high-performance sales position is responsible for developing and growing Group Sales in a fast-paced environment with multiple priorities and deadlines to meet. The Group Sales Manager will be responsible for directly managing an individual portfolio of accounts as well as identifying external Group Sales opportunities and clients.

Duties and Responsibilities:

- Create strategic group sales plans and follow them through
- Develop sales opportunities throughout Milwaukee and its surrounding areas
- Develop and maintain customer data base of past ticket buyers and future prospects, including key corporate, religious, educational and social contacts
- Make face-to-face sales calls, identify and set meetings with key contacts in the community and produce group leader events
- Make outbound calls to solicit group sales
- Service inbound calls in a timely and professional manner; service all groups coming to The Rep
- Manage group order process, including but not limited to, entering all contracts and contacts in the Tessitura database system, work to collect all payments, send out order confirmations, arrange added value events, follow up with a group after their attendance.
- Maintain sales reports and statistics so that an accurate historical preview of group sales in the organization can be reviewed
- Write and distribute marketing materials to key audiences as needed

Qualifications:

- Bachelor's degree with major coursework in Marketing, Business, or Communications preferred; OR two to four years demonstrated professional experience in high performance sales; OR any equivalent combination of education, training and experience
- Two to Four years of progressive audience (customer) development experience with a demonstrated track-record of successfully building and retaining group clients *preferred*
- Some knowledge of theater or performing arts
- Demonstrated strong strategic planning, analytical and project management skills
- Experience with ticketing systems, Tessitura a plus
- Ability to work evening and weekend hours on occasion
- Ability to pass a background check in accordance with state and/or Federal laws



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Compensation and Benefits: Milwaukee Repertory Theater employees receive a comprehensive compensation package, including health, dental, and vision insurance, a paid time off package, and 403(b) retirement plan.

About Milwaukee Repertory Theater: The Rep ignites positive change in the cultural, social, and economic vitality of its community by creating world class theater experiences that entertain, provoke, and inspire meaningful dialogue among an audience representative of Milwaukee's rich diversity. Producing over 600 performances in four distinct venues every season requires a team of dedicated, passionate and skilled people. Whether it be a 30+ year veteran employee or one who's never experienced a Milwaukee winter before, everyone shares a common sense of purpose and determination that enables us to bring world-class theater to the stage. Season after season, our accomplished team never ceases to amaze!

To read more about Milwaukee Repertory Theater, please visit: www.MilwaukeeRep.com

To Apply: Submit cover letter, resume, and availability to Jeremy Scott, Director of Sales, at: Careers@MilwaukeeRep.com

Deadline to apply is Wed. Feb. 13TH. Please include "Job Application for:" and the position that you are applying to in the subject line. *No phone calls or walk-ins please.*

Milwaukee Repertory Theater is committed to creating a culturally diverse environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, marital status, national origin, genetics, disability, age, or veteran status.