



POSITION ANNOUNCEMENT

Position Title: Sales Manager
Status: Full-Time, Non-Exempt
Reports to: Vice President of Marketing

Position Summary:

The Sales Manager is responsible for establishing and nurturing community relationships that realize revenue generation through ticket sales, event packages and special opportunities. S/he is responsible for maintaining sales target information, issuing invoices, tracking payments and generating weekly outreach/sales reports in Tessitura. The successful candidate will be an experienced sales professional with the ability to succeed in a dynamic, fast-paced and growing performing arts institution. S/he will be outgoing, professional, a good communicator and an excellent team player. Established contacts in the Jacksonville area is desired.

Responsibilities:

- ❑ Create and implement sales campaigns that increase paid attendance at Symphony performances and events through group and grass root initiatives; manage related paperwork, process invoices and ensure payment is received in a timely manner; provide all necessary services to ensure groups have a positive experience and conduct post-event follow-up with all groups; work closely with Ticket Office personnel to ensure accuracy in ticketing
- ❑ Create and oversee a regional bus strategy that increases attendance to main stage performances
- ❑ Acquire and increase prospect lists; maintain sales target information and generate weekly outreach/sales reports in Tessitura
- ❑ Coordinate consignment sales opportunities with third party constituents
- ❑ Actively represent the Symphony in the community by visiting targeted sales prospects, including assisted living facilities, schools, country clubs and non-profit organizations, as well as at events such as Riverside Arts Market and Art Walk; coordinate ensemble performances for the above with the Artistic Operations department
- ❑ Serve as staff liaison to ARIAS (Amelia Residents in Action for the Symphony)
- ❑ Other duties as requested or assigned

Qualifications:

- ❑ Bachelor's degree or equivalent with two years experience in sales, preferably in Northeast Florida
- ❑ Excellent customer service and communication skills including public speaking; must be willing and able to cold call and prospect for new business
- ❑ Proficient in Microsoft Office and CRM databases; ability to learn Tessitura required
- ❑ Knowledge of digital and social marketing techniques
- ❑ Excellent analytical and organizational skills with a strong attention to detail
- ❑ Ability to work in a fast-paced, deadline-oriented work environment
- ❑ Responsible, reliable and able to work evenings and weekends
- ❑ Physically able to lift 35lbs, unassisted
- ❑ Possess a valid driver's license and have access to reliable transportation
- ❑ Must have a positive attitude, be able to work as part of a high-functioning team, possess a knowledge of and passion for symphonic music, as well as the desire to share it with others

Compensation:

The Jacksonville Symphony offers a competitive salary, commensurate with experience, and a comprehensive benefits package including medical, dental and disability insurance, retirement contribution and flexible paid time off.

About the Jacksonville Symphony:

The Jacksonville Symphony is a cultural leader of a vibrant and growing Northeast Florida. With an annual operating budget of \$10.5 million, the Symphony performs more than 100 main stage concerts each season, as well as another 100 education and community engagement performances to serve more than 250,000 people throughout the First Coast per year.

Since 2015, the organization has been under the dynamic leadership of President and CEO Robert Massey, who has led a period of rapid growth that has included artistic enhancements, deepened community impact, and financial success. The Symphony performs under the artistic leadership of Music Director Courtney Lewis, who has transformed the orchestra into one of the premier ensembles in the southeastern United States.

To Apply:

Send cover letter, resume, references and salary history to bmckenzie@jaxsymphony.org. Candidates selected for further consideration will be contacted. No phone calls please.