



POSITION DESCRIPTION

Position Title: Community Engagement & Group Sales Manager
Status: Full Time
Reports To: Lory Doolittle Endowed Vice President/Music Education & DEI Initiatives
CMO/Vice President of Marketing

POSITION SUMMARY

The Community Engagement & Group Sales Manager is an important member of the Marketing, Education and Community Engagement teams.

Reporting to both Vice President/Music Education & DEI Initiatives, and the Vice President of Marketing/Chief Marketing Officer, this position is a diverse and impactful position for the Jacksonville Symphony.

The successful candidate will be a pro-active, creative problem solver who is highly organized, communicative, detailed-oriented, and able to maintain composure in a busy environment with many projects and timelines.

RESPONSIBILITIES

- ❑ Operational planning, production, and logistics of educational programs to include Students at the Symphony, Communities in Schools, Youth Concerts, First Coast Nutcracker, Ensemble School Visits, and Student Workshop Conductor Visits.
- ❑ Communicate, schedule, and engage with retirement centers, community groups and other organizations primarily during subscription renewal campaigns and holiday group sale periods, as well as on-going prospecting and outreach throughout the year.
- ❑ Meet or exceed annual group sales goals. Cultivate new leads and increase awareness of group sales offerings.
- ❑ Constantly seek new sales opportunities and strategically plan communications, tactics and engagement opportunities for new patrons/subscribers.
- ❑ The individual is responsible for the operational planning of all community engagement events and maintains department records and serves as an important point of contact and source of information for a variety of stakeholders.
- ❑ Keep and manage data for report generation.
- ❑ Community collaboration, relationship building, networking and advocacy for Jacksonville Symphony Education Programs, group sales, subscription programs and the Symphony as a whole.

- ❑ Coordinate with Jacksonville Symphony Youth Orchestra Music Director & Assistant Conductor and facilitate creation of educational resources.
- ❑ Coordinate with CMO and marketing team to develop on-going stream of communications for group sales solicitations, communications and engagement.
- ❑ Align with community organizations (ie, Chamber of Commerce) to build awareness, impact and create a presence for the Jacksonville Symphony.
- ❑ Maintain a presence at planned concert events to share information with patrons.
- ❑ Represent the Jacksonville Symphony at ensemble performances throughout the community, providing information and engagement to attendees and support for the musicians.
- ❑ Provide administrative assistance to the Vice President/Music Education & DEI Initiatives and Vice President of Marketing/Chief Marketing Officer as needed.

QUALIFICATIONS

- ❑ Demonstrated track record of building successful and sustained external partnerships that amplify the reach and effectiveness of the institution.
- ❑ Knowledge of symphonic music and experience working with professional musicians and artists preferred but not required.
- ❑ Previous experience in a sales or community engagement role.
- ❑ Ability to build relationships that positively impact the organization.
- ❑ Previous experience working with public and private schools, K-12 desired.
- ❑ Proven ability to function as a collaborative, creative, flexible, and resourceful problem solver.
- ❑ Self-starter with ability to work independently to reach shared goals and objectives.
- ❑ Sense of humor and flexibility are a must!
- ❑ Exemplary communication, interpersonal and organization skills, with polished presentation style.
- ❑ Proficient in Microsoft Office and CRM databases.
- ❑ Responsible, reliable, able to work weekends and evenings as needed.
- ❑ Ability to pass the requisite background checks required by local school districts.

Compensation and benefits:

A competitive salary and comprehensive benefits package, including health insurance, 403-B plan, generous vacation and holiday days, parking, complimentary tickets are included.

Diversity, Equity, and Inclusion

The Jacksonville Symphony is an equal opportunity employer and does not discriminate on the basis of age, race, sex, color, religion, national origin, disability, military status, sexual orientation, or any other status protected by applicable state or local law.

Application process:

Submit a cover letter and resume to: HR@jaxsymphony.org Put "Community Engagement & Group Sales Manager" in subject line. Note: All employees of the Jacksonville Symphony must be fully vaccinated for the COVID-19 virus.