**POSITION TITLE: Group Sales Coordinator, Lesher Center for the Arts**

**DEPARTMENT/DIVISION:**Marketing

**TYPE:**Part Time, Hourly – 20-25 hrs/week

**COMPENSATION:**$15/hr

**PRIMARY PURPOSE:**Reporting to the General Manager, Lesher Center for the Arts, the Group Sales Coordinator is responsible for developing, managing, and increasing sales **within the San Francisco Bay Area with a focus in the East Bay.** This position is expected to meet or exceed specific attendance and revenue goals for the Lesher Center for the Arts programs as well as the resident professional theatre company Center REPertory. Work time shall be devoted to furthering group sales efforts through exceptional customer service, outreach, and follow-through.

**ESSENTIAL JOB FUNCTIONS:**

* Develops, manages, and sells to new and existing accounts within assigned geographic territory or business segment through in-person sales and service calls.
* Manages **assigned** territory **in the San Francisco Bay Area with a focus in the East bay** by contacting a minimum of 70- 90% of time soliciting sales to customers’ or potential customers through contacts and business.
* Performs other work that furthers individual outside sales efforts including, for example, follow-up communication via telephone and written materials, planning and preparing for outside sales calls, preparing and analyzing sales reports, preparing proposals and other individual marketing and sales materials, and ensuring full account support to all clients with regard to marketing and on site coordination of events and activities, etc.
* Adheres to all Lesher Center for the Arts policies and procedures in ticket sales.
* Other duties may be assigned.

**EXPERIENCE/TRAINING REQUIRED**:

* Minimum of 2-3 years sales experience; experience in hospitality, ticketing, entertainment or travel industry a plus.
* Demonstrated ability to work in an independent environment with minimum supervision and deliver against set goals.
* Strong time and project management skills and experience.
* Advanced written and oral communication skills.
* Ability to work 20-25 hours each week.
* Proficient in basic business software applications (Word, Excel, PowerPoint, Outlook) and comfortable with learning new software and ticketing applications.
* Ability to pass a background check, if 18 years of age or older, which may include, but is not limited to, credit, criminal, DMV, previous employment, education and personal references, per City of Walnut Creek policy, unless prohibited by federal, state, or provincial law **.**