

Wednesday, June 28, 2017

## Group Sales Assistant - Seasonal - DF17

Company: Alvin Ailey Dance Foundation  
Location: New York, NY  
Compensation: Open

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### ALVIN AILEY AMERICAN DANCE THEATER

#### Group Sales Assistant (seasonal, August-January)

Alvin Ailey American Dance Theater, the world's most popular modern dance company, is seeking a motivated and personable assistant to work in its group sales department. This is a seasonal position, for the period from July 31, 2017 through January 4, 2017.

The Assistant typically works a 20 to 30-hour week (Monday-Friday; exact hours flexible) but (s)he will also be needed for up to 36 hours per week during December 2017, as Ailey's group sales representative at select weeknight and weekend performances during the NY City Center engagement, including holidays.

#### Responsibilities include:

- \* Assist the Group Sales Manager in promoting Ailey's NY City Center Season
- \* Research potential group contacts and enter prospects into a Salesforce database
- \* Generate invoices for group ticket purchases
- \* Perform general administrative tasks, as needed

#### Knowledge and essential skills:

- \* Customer service is key to this job. A friendly demeanor on the phone and in-person is a must.
- \* Strong organizational skills and attention to detail in a fast-paced work environment.
- \* Strong written and verbal communication skills.
- \* Knowledge or experience in sales or arts administration is preferable but not necessary
- \* Interest and/or experience with dance specifically, or performing arts in general, is desirable

#### Computer skills:

- \* Proficiency with Microsoft Excel
- \* Experience with using database software

To apply for this position visit <https://www.alvinailey.org/about/job-opportunities>, locate the job and click on the apply link and upload one file (accepted formats include .doc, .docx, .txt, or .pdf) that contains the following items:

- \* Cover letter detailing your interest in this position
- \* Resume
- \* Contact information for three professional references

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To apply for this position, please use the following URL:

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Alvin Ailey Dance Foundation  
New York, NY  
New York, NY, 10019  
555-555-5555

For more information:  
NA  
[dontappy@viaemail.com](mailto:dontappy@viaemail.com)

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