

Tuesday, July 25, 2017

Sales Assistant

Company: DanceMedia

Location: New York, NY

Compensation: Full Time: Salary plus medical, dental, 401(k), FSA

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DanceMedia is looking for an adaptable, motivated, self-starter to serve as the Sales Assistant. The Sales Assistant reports to the Publisher and works closely with the Digital Media Manager. This pivotal position requires excellent attention to detail, tremendous written and verbal communication skills and ability to work on a team. There is opportunity for growth, collaboration and career path. Work will be performed at our midtown Manhattan office (near Penn Station) but will also require some offsite events with occasional evening and weekend hours.

Responsibilities include (but are not limited to):

Support advertising sales efforts, administratively, for 5 publications and several websites/newsletters.

Web-based order entry of all advertising insertion orders. Includes tracking missing paperwork, crosschecking forecasts, crosschecking maps and crosschecking CRM.

Artwork management through our AdPortal system. Includes interfacing with clients by phone & email and checking bluelines. Tracking artwork and assisting sales team with materials is also crucial.

Advertiser index management

Provide customer service

Managing ongoing, outbound sales materials

Prospect new accounts and maintain relationships with clients

Special events support

Monthly print order management

Qualifications and experience:

Excellent organizational skills and ability to manage multiple tasks accurately

Tremendous written and verbal communication skills

Strong Microsoft Office ability

Familiarity with Adobe Photoshop, a plus

Strong proofreading skills and an eye for detail

DanceMedia publishes Dance Magazine, Dance Spirit, Pointe, Dance Teacher and Dance Retailer News.

To apply:

Please send resume and cover letter to: Amy Cogan, SVP/Publisher acogan@dancemedia.com.

DanceMedia
New York, NY, 10001

For more information:
Amy Cogan, SVP/Publisher
acogan@dancemedia.com

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