

Thursday, June 28, 2018

## Group Sales Assistant - Seasonal - DF36

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

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Group Sales Assistant (seasonal, July-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 23, 2018 through January 4, 2016.

The Assistant typically works an average 25-hour week (Monday-Friday; exact hours TBD) but (s)he will also be needed for up to an additional 11 hours per week during December 2018, 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, please click apply on line and upload one file (accepted formats include .doc, .docx, .txt, or .pdf) and include the following items:

- \* Cover Letter and Resume
- \* Three Professional References

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

[https://ars2.equest.com/?response\\_id=83ddcafd4092c244b7d357631dd98565](https://ars2.equest.com/?response_id=83ddcafd4092c244b7d357631dd98565)

Alvin Ailey Dance Foundation  
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For more information:  
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