

Monday, January 2, 2017

Assistant Sales Manager: Dance Competition

Company: The Legacy of You

Location: New York, NY

Compensation: \$35,000 - \$40,000

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IN A NUTSHELL

The Legacy of You (T-LoY) produces inspiring media, entertainment, and education targeted towards emerging thought-leaders and artists. T-LoY's clients include StarQuest Performing Arts Competition – a leader in the dance competition circuit, heading into its 24th season of a 60+ city national tour.

WHAT IS THE JOB?

We are looking for a Assistant General Manager to manage the T-LoY office & run the 2017 StarQuest Guest Experience & Sales Program. This position is the perfect mix of creative project manager, office manager, executive assistant, & sales beast.

This is an amazing position for anyone looking to become more involved in touring logistics, loyalty based sales, and producing. Primary focus for this position at this time is on the Sales Department for the StarQuest Brand, however project management in all T-LoY adventures will be necessary. This is a year round, full time, long-term position that is intended to be groomed into the General Manager role.

THE PRIMARY TASKS AT HAND

Act as the central hub & project manager for all T-LoY related projects.
 Determine & Analyze KPIs and metrics around sales initiatives.
 Make & take phone calls, write letters & e-mails, and create content on behalf of the Producers.
 Help train incoming and existing team members.
 Assist in daily management of sales team and NYC office staff.
 Assist in the creation of materials used for training and execution of our hospitality & sales programs.
 Participate in making Sales & Development phone calls.
 Proofread e-mails and documents generated by the NYC office.
 Maintain and guard the Lead Producer's calendar.
 Submit receipts.
 Mail packages and letters.
 Replenish office supplies as needed.
 Light technical support (phone systems, internet, hardware, software, etc.)

SUPERHERO POWERS NECESSARY

- Previous positive experiences managing & leading other people.
- Successful track record as a project manager: Keeping deadlines & staying under budget.
- Experience in sales.
- A need for accuracy and organization that makes others think you are insane.
- An effortless ability to pick up the phone and talk to strangers...Even to "Sell" to them.
- Amazing writing and proofreading skills.
- Comfortable with Apple iOS & iCloud.
- A basic knowledge of Microsoft office (Especially Excel), Keynote, E-marketing programs.
- The ability to brainstorm solutions to challenges that most people would deem impossible.

- Experience supporting an Executive Director, CEO, Producer, or similar senior-level executive.

DATES & DETAILS

The Legacy of You / StarQuest NYC Office is in Midtown Manhattan – centrally located across from Bryant Park @ 42nd Street. We are a boutique, results-oriented office. Traditional Project Manager hours are Monday-Friday 9AM-6PM. On-call, extended or non-traditional working hours and/or travel may be necessary.

Start date: On or about February 27th, 2017

*Date is negotiable for the right applicant

Starting pay range is between \$35,000 – \$40,000 a year – Based on Experience.

Opportunities for additional commissions & bonuses exist after 6 months.

For more information:

www.TheLegacyOfYou.com

www.StarQuestDance.com

****TIME TO APPLY!****

Custom cover letters OR creative ways to submit for this position are encouraged provided that the original contact is through email and the subject line is as requested. If you have applied for a position before at The Legacy of You or StarQuest, you are welcome to apply again.

-Attention:

Michael Ian Cedar

-Email:

Michael@TheLegacyOfYou.com

-Subject Line:

"2017 Assistant General Management Beast – {your name}"

-In your custom introduction indicate:

Where you heard about this position

Your salary requirements

Your 2 favorite soups (...we like food here)

Interviews will be held by appointment only. All applicants will receive a response & all qualified candidates will be kept on file for our upcoming projects.

We look forward to your introduction.

The Legacy of You
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For more information:
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