

Thursday, January 16, 2020

Assistant, Group Sales & Tourism

Company: New York City Ballet
Location: New York, NY

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NEW YORK CITY BALLET

Position Summary

New York City Ballet seeks an engaging and enthusiastic entry level assistant to support the execution of NYCB's national and international tourism and group sales activities for its annual repertory and Nutcracker seasons.

Responsibilities

- Answer inbound sales calls and emails, informing and guiding clients to performance, program and price options appropriate for the group
- Deliver the highest level of customer service in all facets of work
- Track group inquiries and ongoing reservations
- Assist with the coordination of seating, invoicing, and payment of group reservations with the Box Office
- Adopt team sales strategies as set forth by Associate Director
- Assist with drafting copy and assembling assets for group sales and tourism marketing initiatives, including email blasts, brochures, sell sheets, and other direct mail or digital marketing initiatives
- Assist in the scheduling and coordination of Group Adventure programs including space reservation and master calendar maintenance
- Act as Company representative when meeting groups for Group Adventures
- Assist in the research of new/prospective clients, helping grow mailing lists and database
- Make outbound sales calls as deemed appropriate
- Provide support in the development of strategic promotional partnerships with tourism organizations and outside entities
- Assist with other Marketing & Media department activities as needed

Qualifications

- Bachelor's degree required
- Prior sales and/or tourism experience a plus
- Knowledge of MS Office required; experience with Salesforce and/or Tessitura software a plus
- Organized and detailed self-starter with strong time management, multi-tasking, and critical thinking skills
- Excellent communication, and customer service skills
- Ability and willingness to work nights and weekends during performance periods required
- Interest in ballet and/or the performing arts preferred; knowledge of NYCB and its repertoire a plus

To Apply

Please send, by email only, resume with cover to BalletHR@nycballet.com with "Assistant, Group Sales and Tourism" in the subject line. No phone calls please.

New York City Ballet is an Equal Opportunity Employer.

New York City Ballet
20 Lincoln Center Plaza
New York, NY, 10023
<https://www.nycballet.com/About/Jobs>

For more information:
HR Department
BalletHR@nycballet.com

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