



Virginia Symphony Orchestra

JOB POSTING

March 2018

Position: Group Sales Manager
Department: Marketing
Reports to: Vice President of Sales, Marketing & Public Relations
Status: Part-time, flexible hours

The Virginia Symphony Orchestra is searching for a creative and highly motivated individual to manage group sales efforts. The ideal candidate is an experienced team player, committed to maintaining a superior level of customer, detail-oriented, customer-focused and results-driven. Candidate will work closely with Patron Services and Marketing staff to identify and maximize group ticket sales opportunities.

Primary Responsibilities

- Developing group ticketing plans, targeted at schools, adults, senior groups, and corporate markets
- Developing and maintaining strong relationships with current and potential group marketing patrons and partnerships
- Establishing corporate sponsorships, ticket packages, and group tickets
- Negotiating with and managing group sales clients and partnerships. Monitoring sales and making recommendations for pricing, including discounting and dynamic pricing
- Forecasting group sales activity for productions and managing to those projections
- Identifying, developing and maintaining long-term business relationships with group ticket clients and companies
- Assist in developing effective marketing materials for group sales efforts
- Representing the VSO at group, business, and promotional events, festivals and other shows as needed
- Working with group sales customers to resolve issues
- Other marketing responsibilities as required

Desired Qualifications and Skills Desired

- Previous sales, administrative and customer service experience
- Bachelor's degree preferred or 2 years' relevant experience
- Motivated, pro-active and self-directed
- Strong communication and interpersonal skills
- Ability to organize, prioritize and successfully manage multiple projects and deadlines
- Understanding of ticketing and general accounting practices
- Ability to coordinate events with multiple departments
- Must be able to work evenings and weekends as needed
- Computer proficiency (MS Word, Excel) – experience with computer ticketing software and knowledge of the Tessitura ticketing system is a plus

To Apply

Interested candidates should send a cover letter and resume to Monica Meyer, Vice President of Sales, Marketing, and Public Relations, at mmeyer@virginiasymphony.org.