



Job Description: Corporate and Group Sales Manager
Dallas Summer Musicals, Inc.

Qualifications

The Corporate and Group Sales Manager is a demonstrated leader in selling, communicating, and providing excellent customer service to clients. The ability to prospect and cold call are essential duties for this position, and requires an individual who is a self-starter, innovative, and motivated to develop new business. Attention to detail and the ability to manage multiple projects at once are paramount to this position. In order to maintain strong group sales, it is vital that the Corporate and Group Sales Manager frequently makes sales calls, networks, and is at all times a business professional within the community, representing Dallas Summer Musicals (DSM) and the Broadway tours presented within the market.

Principal Duties & Responsibilities

- Develop a sales and business strategy to meet and exceed sales goals
- Coordinate with all clients to sell tickets to Broadway touring events
- Develop new clients by networking, prospecting, and cold calling
- Set weekly, monthly, quarterly, annual goals for client prospecting, appointments, presentations
- Build business partnerships and relationships within the community by attending meetings, trade shows, seminars, workshops, CVB/Chamber/Rotary/City events, DISD events, etc.
- Plan, coordinate, and execute Group Sales events
- Develop new initiatives/programs to drive business
- Oversee and market Corporate Bundling program to corporations
- Greet group leaders at performances
- Coordinate chat backs, backstage tours, meet and greets with group leaders, marketing, production and shows
- Liaise with M Dining and DSM Management Group for any catering needs or room rentals for groups
- Strategize and collaborate with Marketing on collateral, publications, initiatives and partnerships
- Keep up to date on market trends and Broadway product
- Manage accounts, sales, and reports within ticketing software database
- Understand departmental financial data and maintain accurate records of all pricings and sales
- Comprehend and utilize all company technology and software systems
- Create and manage online offers for various clients
- Oversee fulfillment process for printing, and distribution of tickets to clients
- Manage budget and control expenses to meet budget guidelines, submit expense reports

Relationships and Roles: Internal / External Cooperation

- Represent DSM in a positive and professional manner in and outside of DSM
- Report to Vice President of Marketing and Patron Services
- Collaborate with representatives of Broadway touring productions
- Work closely with Marketing on timelines and sales strategies, and on all print, web and sales initiatives
- Liaise with other Broadway Across America Group Sales Managers, DSM partners and Corporate Sponsors to create sales initiatives
- Collaborate with Vice President of Marketing and Patron Services and BAA National Group Sales to develop sales plans, timelines, budgets, and initiatives
- Interact and cooperate with all company employees
- Maintain, manage, and evolve existing relationships with VIP clients in the market area to ensure high levels of client satisfaction
- Work closely with The Box Office and Development on any outreach programs

Job Specifications

- 3-plus years of experience in sales management
- Strong MS Office Skills with emphasis on Excel
- Advanced networking and relationships in the industry
- Strong understanding of customer and market dynamics and requirements
- Excellent written and verbal communication and interpersonal skills, presentation, negotiation and

- management skills
- Strong business work ethic, positive attitude and professional demeanor, and ability to work in a team environment required
- Able to operate in a fast-paced and changing market environment
- Willingness to travel as needed and work evenings and weekends as needed
- Experience with Ticketmaster/Archtics preferred but not required
- Experience with web based mail systems such as Emma and Constant Contact a plus

We offer competitive compensation including vacation and holiday pay, health & welfare benefits, and a 401(k) retirement plan.

Salary requirements must be included for consideration.

Applicants for employment in the U.S. must possess work authorization which does not require sponsorship by the employer for a visa.

EQUAL EMPLOYMENT OPPORTUNITY

Dallas Summer Musicals, Inc. strongly supports equal employment opportunity for all applicants regardless of race, sex, religion, creed, national origin, age, disability, sexual orientation or any other legally protected classification.

HIRING PRACTICES

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job.

Dallas Summer Musicals, Inc. recruitment policies are designed to place the most highly qualified persons available in a timely and efficient manner. Dallas Summer Musicals, Inc. may pursue all avenues available, including promotion from within, employee referrals, outside advertising, employment agencies, Internet recruiting, job fairs, college recruiting and search firms.

**To apply for this position, please send cover letter and resume to
employment@dallassummermusicals.org.**