



Group Sales Assistant Job Description

THE JOHN GORE ORGANIZATION is the leading presenter, distributor, and marketer of Broadway theatre worldwide. Under the leadership of theater producer and owner John Gore, its family of companies includes Broadway Across America (Canada), Broadway.com, The Broadway Channel, BroadwayBox.com and Group Sales Box Office. Its productions span Broadway, Off Broadway, London's West End, Japan and 48 North American markets. It has won Tonys in every producing category as well as numerous other Drama League, Drama Desk and Olivier awards.

At The John Gore Organization, a diverse, inclusive, and equitable workplace is one where all employees feel valued and respected, and all voices are valued and heard. We are committed to fostering, cultivating, and preserving a culture of equity, diversity, access, and inclusion.

Compensation: \$50,000/annually Plus Health Benefits

Summary

We are seeking an experienced and confident Groups Sales Assistant to work under the direction of the National Group Sales Manager who oversees group sales for all Broadway Across Canada markets. The candidate we are looking for is organized, articulate, confident, proactive, and has the willingness to work with a small but collaborative team. This position is based in Ottawa, Ontario.

Responsibilities

- *Assist in managing and growing group sales business in Canada*
- *Assist in research and partnership exploration to grow the group sales business in Canada.*
- *First-line for all group customer service/sales inquiries. Group offers coordination, operational communication, service support, and reporting.*
- *Must demonstrate excellent organizational and communication skills, attention to detail, multitasking abilities and must be highly proficient in time management.*
- *Must have strong written and oral communication skills with an aptitude for customer service.*
- *Behavior and good communication are key to this position. This candidate must exhibit a positive attitude with consideration for others. The image they display directly impacts those that work with them.*

Duties

Group Sales Event Management

- *Participate in the creation of the sales operational timeline.*
- *Participate in the planning and development of all group projects.*
- *Communicate group offer creation to necessary parties (both internal, venues & ticketing partners); thoroughly check group offers to assure created correctly on the ticketing system.*
- *Group A/R payments plan management.*
- *Proof all group sales collateral for accurate ticket pricing, sales and other pertinent information.*
- *Assist in the monitoring, processing, and fulfillment of group sales activity.*
- *Update/Create group sales reports and participate in weekly dynamic pricing discussions.*
- *Fulfillment of group ticketing requirements for donors, sponsors, and VIPs.*
- *Customer service representative for all group business.*
- *Assist in the management of group inventory during the life span of all events.*
- *Assist in monitoring all group sales activities, providing daily, weekly, and monthly reports as needed.*
- *Promo code building & management for group sales clients.*
- *Research and build new business relationships for groups business (cold calling needed).*
- *Creating and maintaining Group specific reports, including sales reports, payment plan reports, and promotional sales status reports.*



- *Managing group hold inventory.*
- *Monitoring group sales inquiries and all group customer service communication.*
- *Reporting*
- *Prepare and send out daily ticket counts for both individual shows and season sales.*
- *Prepare monthly sales reports.*
- *Special reporting as required.*
- *Special projects as directed*

Qualifications

- *Minimum 3-5 years of relevant industry experience.*
- *Corporate sales experience preferred.*
- *Post-secondary education preferred.*
- *High-level organizational and time management skills.*
- *Experience with Microsoft office with a strong understanding of Microsoft Excel.*

VACCINATION REQUIREMENT

All employees working in our offices or affiliated venues are required to obtain and maintain up-to-date COVID-19 vaccinations. Those (i) who are disabled or who have a qualifying medical condition that contraindicates a COVID-19 vaccination, or (ii) who objects to being vaccinated on the basis of a sincerely held religious belief, observance or practice may request an exemption from the vaccination requirement.

EQUAL EMPLOYMENT OPPORTUNITY

The John Gore Organization is an equal opportunity employer and affords equal employment opportunity to all applicants regardless of race, color, religion, gender, creed, national origin, age, disability, sexual orientation, veteran status or any other legally protected classification under local, state or federal laws.

HIRING PRACTICES

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification or position. 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.

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

Please apply via this link:

https://johngore.wd1.myworkdayjobs.com/en-US/Careers/job/Ottawa-ON/Group-Sales-Assistant_R100092