



JOB TITLE: Group Sales

REPORTS TO: Director of Strategic Initiatives

CLASSIFICATION: Full-Time

SALARY: Base + Commission

SUMMARY: The Groups Sales is responsible for generating new business, growing existing relationships and executing ticket orders and payments in Tessitura.

ESSENTIAL FUNCTIONS:

- **Aggressively grow group sales by \$200,000 or more through new and lapsed groups.**
- Research, identify, initiate and implement new group sales opportunities.
- Continue to cultivate and grow existing group sales accounts.
- Develop relationships with current and prospective group sales clients, senior communities and groups, tourism industry, local businesses and corporations to grow group sales. Including in person meetings with clients and prospects.
- Maintain group sales database and prospect lists.
- Maintain patron accounts and orders to make sure that deposits and final payments are made on time.
- Develop opportunities and attend networking events and functions.
- Represent Phoenix Symphony group sales at local expositions, at staff meetings and other events as needed in the pursuit of sales.
- In concert with Symphony marketing efforts, develop group sales campaign strategies.
- Under the direction of the Director of Strategic Initiatives, coordinate the reporting of group sales activity and setting sales goals.
- Prepare weekly and monthly reports on sales and marketing efforts to Marketing and Patron Service personnel.
- Assist groups exiting and entering Symphony Hall for concerts.
- Answer Patron Service main line and assist with all patron requests as needed.
- Other duties as assigned.

QUALIFICATIONS:

Bachelor's degree, or equivalent experience in marketing or sales
Proven track record in sales including research, negotiating and closing deals and customer service.
Adept at creating enthusiasm for the live music experience. Knowledge of classical music, a plus.
Strong customer service, communication and presentation skills.
Knowledge of Tessitura or similar ticketing software is preferred.
Able to work some nights and weekends.

Please email your resume and letter of interest with salary requirements to tpscareers@phoenixsymphony.org

The Phoenix Symphony is an Equal Opportunity Employer.

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Group Sales Manager