



Job Opportunity

Group Sales Coordinator

Broadway San Diego-A Nederlander Presentation is seeking experienced Group Sales Coordinator to join the team with the primary objective to support current group sales clients and participate in the growth of our group sales market. This position (located in San Diego) will report directly to the Patron Sales Manager to establish campaign initiatives and goals.

This is an exciting time to join the Broadway San Diego team, and the ideal candidate is motivated and enthusiastic individual with a mind toward meeting and exceeding goals and has a passion for being part of a fast-paced, productive, inclusive, and diverse workforce.

PRIMARY DUTIES

- Continue to work with our existing group leaders and grow our group sales market
- Establish and maintain campaign goals for individual shows
- Provide support for logistics, seating and pricing to local organizations, schools, and social groups
- Must be able to interface successfully with a small administrative staff, as well as the contracted box office and theatre staff
- Reports directly to Patron Sales Manager

REQUIREMENTS:

- Excellent verbal and written communication skills; a proactive communicator with high attention to detail and organization
- Excel, Word, PDF skills required
- Ticketmaster/Archtics ticketing experience a plus
- Strong interpersonal skills and commitment to working with a diverse staff in a fast-paced environment
- Light graphic design a plus
- Administrative skills helpful
- Available to work selected nights and weekends during show weeks

REPORTS TO: Patron Sales Manager

WORK SCHEDULE: Part-Time/ Up to 29.5 hours weekly

STATUS: Non-Exempt

COMPENSATION: Starts at \$16.00/ hr

Broadway San Diego and Nederlander is committed to a workplace where everyone is free from bias, prejudice, discrimination, and harassment. The organization strives to ensure a welcoming work environment where everyone belongs and is valued, encouraged & respected for their unique contributions. We are focused on building a culture that acknowledges and values Diversity, Equity, and Inclusion.

HOW TO APPLY: We are an equal opportunity employer and welcome all to apply. Interested candidates should send a cover letter, resume and three references with "GROUP SALES POSITION" in the subject line to ggagliardi@broadwaysd.com – No phone calls please. Confidential inquiries welcome

Post expires when position is filled.

Nederlander is requiring all employees to be fully vaccinated (with an FDA authorized vaccine) **INCLUDING A BOOSTER SHOT, as a condition of employment, with reasonable accommodations** (if and where possible) **for those employees presenting legitimate reasons, i.e., disability or religious belief, for declining a COVID-19 vaccine.** At this time, all California residents age 16 and older are eligible for a booster shot at least 6 months after completing primary COVID-19 vaccination series for Pfizer and Moderna or at least 2 months for Johnson & Johnson per the CDC Guidelines COVID-19 Vaccine Booster Shots | CDC:

<https://www.cdc.gov/coronavirus/2019-ncov/vaccines/booster-shot.html>.