



## **PRESIDENT'S CLUB REPRESENTATIVE Job Opportunity**

Broadway San Diego-A Nederlander Presentation is seeking experienced Customer Service Representative to join the team with the primary objective to provide excellent customer service for the VIP President's Club Membership Dept. 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.

### **RESPONSIBILITIES INCLUDE BUT NOT LIMITED TO:**

- Elevated customer service point of contact for President's Club Members via phone, email, and in-person
- Processing ticket requests and sales
- Maintaining detailed records of membership accounts and activity
- Onsite representative to meet and greet members at the private entrance and reception areas

### **REQUIREMENTS:**

- Excellent verbal and written communication skills; a proactive communicator with high attention to detail and organization
- Ticketmaster/Archtics ticketing experience a plus
- Strong interpersonal skills and commitment to working with a diverse staff in a fast-paced environment
- Excel, Word, PDF skills required
- 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 “PRESIDENT CLUB REPRESENTATIVE POSITION” in the subject line to [ggagliardi@broadwaysd.com](mailto: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>.