

Tulsa Ballet Theatre

Job Title: Outbound Sales Associate

Location: Tulsa, Ok

Part Time (30 hour/week), Non-Exempt

Reports to: Director of Marketing



Marcello Angelini | Artistic Director

General Description:

The Tulsa Ballet Outbound Sales Associate will serve the organization in meeting sales goals for:

- Ticket Sales (single tickets, group and corporate discounted tickets, and season ticket packages)
- Program Ad Sales
- Leaps & Grounds Merchandise Shop

The position will work closely with the entire Tulsa Ballet marketing and sales team to proactively promote and sell special group and corporate packages, programs and services to targeted groups through direct marketing, telemarketing and face-to-face selling.

This position is also responsible for obtaining merchandise and managing inventory in the Tulsa Ballet Gift Shop, Leaps & Grounds.

Duties and Responsibilities:

Assist the Marketing Team as needed, working closely with the Box Office Coordinator

Implementation of All Group Ticket Sales Programs:

Planning

Sales

Service all Group and Corporate Sales Customers

Group Ticket Sales Database Creation/Maintenance

Ticket Printing

Ticket Delivery

Group Sales Follow-Up Program

Assist Tulsa Ballet Ticket Office

Season Ticket and Individual Ticket sales

Ticket packet preparation

Manage Leaps & Grounds merchandise shop

Recommend and order ballet related merchandise designs and quantities

Set up merchandise displays and stock shelves

Manage inventory and prepare reports for the Finance Department

Assist with scheduling volunteers to staff the shop

Organize and manage off-site selling opportunities at performances and other events (trade shows, expos, etc.)

Other duties as assigned

Knowledge, Skills and Abilities:

Strong understanding and utilization of Microsoft Office Software, including Word, Excel and Outlook.

Experience utilizing ticketing software and/or retail experience a plus. Positive team-oriented, proactive individual that is able to sell with both enthusiasm and professionalism. Needs to be comfortable making cold calls. Ability to work flexible hours as required.