

# UNION COUNTY PERFORMING ARTS CENTER

**Job Title:** Rentals and Group Sales Associate  
**Status:** Full-Time Salaried, Exempt  
**Department:** House/Rentals/Box Office  
**Reports To:** Theater Manager and Box Office Manager

## SUMMARY

The Rentals and Group Sales Associate's primary focus are three-fold: 1) To handle and solicit rental inquiries from promoters, business/community groups, and others and attempt to secure rental events at the theater, and 2) to handle all logistics of group ticket purchases (in consultation with the Box Office Manager), and 3) to serve as an auxiliary member of the box office as needed.

## ESSENTIAL DUTIES AND RESPONSIBILITIES

- Rentals
  - Respond to all rental inquiries (phone, email, etc.) within 24 hours.
  - Create comprehensive and attractive rental documents that will help convince potential renters that UCPAC is a suitable location for their events.
  - Provide tours of facilities for potential clients, providing client with as comprehensive and knowledgeable overview of what the rental experience can include.
  - Work with the Theater Manager and the Talent Buyer to keep the UCPAC calendar updated and accurate at all times.
  - Prepare invoice estimates and contracts for productions and corporate-based rentals, then send to CFO and Executive Director for review and final approval. Once signed by Executive Director, send to client for review and signature.
  - Once the contract has been finalized, effect a full and clear hand-off of the client to the Theater Manager, who will then facilitate communication between each client and appropriate UCPAC staff members (production, box office, etc.).
  - Follow up with renters after their event to solicit feedback about their experience at UCPAC.
- Group Sales
  - Follow up on all leads provided by the box office related to potential group sales.
  - Generate new group sales via outreach to relevant groups for each show at UCPAC (i.e. Jewish Federation and Synagogues for an Israeli performer, Irish affinity groups for an Irish dance or music show, etc.).
  - Once it is determined that a particular group is interested in attending a show at UCPAC, provide regular follow up and encouragement to the group's organizer.
- Box Office
  - Additional duties as requested by the Box Office Manager.

**EDUCATION and/or EXPERIENCE**

- Bachelor's degree, along with a minimum of five years' experience and/or training in the entertainment industry, or related field.
- Strong negotiating and communication skills.
- Ability to function, and communicate, well in stressful situations.
- Proficiency in MS Word, Excel, and MS Outlook.

**ABOUT UCPAC**

The Union County Performing Arts Center (UCPAC) is a 501(c)(3) nonprofit organization located in Rahway, NJ and serving both the community of Union County and the state of New Jersey. UCPAC provides quality programming and performances that strive to be educational, affordable, and enrich the arts within our diverse communities. With four performance spaces--the UCPAC Main Stage, Hamilton Stage, The Fazioli Room, and the Loft at UCPAC--we, as a whole, are dedicated to making Rahway, New Jersey a hub for the performing arts.

**SALARY/BENEFITS:** Salary DOE, includes a competitive benefits and vacation package.

**TO APPLY:** Interested candidates should send a cover letter and resume in PDF format to [jobs@ucpac.org](mailto:jobs@ucpac.org). No phone calls or visits. Not all applicants will be contacted.

UCPAC is an Equal Opportunity Employer and does not discriminate on the basis of race, color, age, sex, religion, national origin, disability, marital status, or any other characteristic protected by law.