



Advertising Sales Coordinator

Theatre Communications Group (TCG), the national organization for theatre, seeks a regular part-time Advertising Sales Coordinator (ASC). Reporting to the Director of Advertising, the ASC ensures effective coordination of ad sales activities that include liaising with customers to understand their needs and to ensure that orders from customers are met timely and accurately.

Theatre Communications Group is committed to modeling, promoting, and advancing anti-racist and anti-oppressive values to fulfill its mission. Since its founding in 1961, TCG's constituency has grown from a handful of groundbreaking theatres to over 700 Member Theatres and affiliate organizations and nearly 8,000 individual members. TCG advances a better world for theatre and a better world because of theatre.

TCG offers its members networking and knowledge-building opportunities through research, communications, and events, including the annual TCG National Conference, one of the largest nationwide gatherings of theatre people; awards grants and scholarships to theatre companies and individual artists; advocates on the federal level; and through the Global Theater Initiative, TCG's partnership with the Laboratory for Global Performance and Politics, serves as the U.S. Center of the International Theatre Institute. TCG is North America's largest independent publisher of dramatic literature, with 18 Pulitzer Prizes for Best Play on the TCG booklist. It also publishes the award-winning *American Theatre* magazine and ARTSEARCH®, the essential source for a career in the arts. In all its endeavors, TCG seeks to increase the organizational effectiveness of its Member Theatres, cultivate and celebrate the artistic talent and achievements of the field, and promote a larger public understanding of, and appreciation for, the theatre. For more info, visit: www.tcg.org.

About the Advertising Department

The Advertising Department is responsible for creating effective sales plans to generate revenue through various products, including ARTSEARCH®, TCG Books, *American Theatre* magazine, TCG websites, and other digital assets. The Department includes the Director and Coordinator and work collaboratively with other departments to help advance its goals in a realistic and efficient manner. Throughout the year, the Department may engage with other assistance, as needed.

What You Need for this Role

The Coordinator should have a commitment to TCG's mission, core values, and its ED&I work within the workplace and in the field. They should possess a positive, entrepreneurial attitude and be able to work with a diverse staff, Board, and theatre field. Outstanding interpersonal communication skills and exemplary work practices are essential, as are a strong attention to detail and dependability. The successful candidate will have a commitment to learning and growth for oneself and others and an ability to work constructively through conflict in a diplomatic way and facilitate discussion to problem solve with resilience.



We are seeking someone with experience in these areas who brings a “can-do” enthusiastic disposition to the job, and who can inspire others to do their best work. In addition, we are seeking someone who has:

- Strong commitment to anti-racism and inclusivity.
- Experience in sales, marketing, or in any other related field and/or 3 years of related work experience.
- Excellent interpersonal skills to relate cordially with team members, customers, colleagues, management, etc.
- Ability to apply Microsoft Office packages, e.g. Word, Excel, and PowerPoint, effectively.
- Excellent customer service, strong communications skills, and a collaborative working style.
- Strong time management skills and ability to prioritize and multitask effectively.
- Knowledge of and interest in theatre sector a plus.

What You Will be Doing

- Ensuring that sales activities are carried out.
- Ensuring sales department meets set revenue goals.
- Providing after-sales services to customers.
- Informing customers of unexpected delays in meeting their need.
- Ensuring contracts with customers are signed by designated officers.
- Ensuring customers meet up their financial obligations.
- Assisting in the organization and preparation of promotional materials.
- Assisting with other tasks as necessary to ensure smooth working of the department.

Benefits, Compensation, and Other Information

This regular part-time position will pay an annual salary of \$32,500, working 25 hours/week. TCG also covers 100% of health insurance premiums. Additional benefits include one week of vacation, four personal days, paid sick-time, and other company time-off and holidays. Other benefits include a collegial environment that encourages a healthy work-life balance, personal and professional development opportunities through Grow@TCG, free TCG books, and events for staff designed by TCG’s “fun committee” to foster a warm, inviting, and friendly office culture.

Staff members also participate in mandatory year-round ED&I, accessibility, and anti-racism trainings. As well as participating on various internal workgroups: TCG’s ED&I Workgroup, BIPOC @ TCG affinity space, and Anti-Racist Learning and Action Affinity Space for White TCG Staff.

TCG is currently working remotely, and while there’s isn’t a confirmed date to return to in-person schedules and operations, if relocating to TCG’s offices in New York City is required for this position, TCG will cover up to \$1,000 of relocation costs.



How to Apply

Please include **“Ad Sales Coordinator”** in the subject line and email resume and cover letter in a single attached file to job@tcg.org. All materials must be sent via email. We will respond only to those resumes in which we have interest.

Application Deadline

All application materials must be received by 7 am PST on Monday, October 25, 2021, or until the position is filled. Resumes will be reviewed as they are received, and applicants are encouraged to submit their materials as soon as they’re able to.

TCG is an Equal Opportunity Employer and has a strong commitment to equity, diversity, and inclusion (ED&I) in our hiring process, as well as in all areas of our work. At TCG, we believe that diverse ideas, cultures, and traditions reflect the US's broad diversity and are vital assets that enrich the programs and services TCG provides for the theatre field. We respect the intersectionality of identities and are committed to EDI in our work and workplace. We strongly encourage candidates who identify as Black, Indigenous, and People of Color (BIPOC), LGBTQ+, gender non-conforming and non-binary, neuro-diverse, and people with disabilities to apply.