



GOAL

The part time Group Sales Representative assists the Group Sales Department in cultivating and implementing a Group Sales program that will maximize sales opportunities, provide customers with premiere service, increase revenue, and support the Performing Arts Center Authority's (PACA) reputation as a first-rate performing arts organization.

ESSENTIAL DUTIES AND RESPONSIBILITIES.

- Fulfill group marketing needs of external clients as well as capitalize on the resources provided by the internal marketing team.
- Develop and maintain relationship with group leaders.
- Identify new group opportunities using all available resources with a focus on off-site venues; Aventura Arts and Cultural Center and Pembroke Pines City Center.
- Handle the administration of all components of the payment process.
- Maintain ongoing communication with groups (i.e. email, presentations, special events etc) that will keep them informed, create interest in events and generate sales.
- Attend all necessary internal and external meetings in order to provide and receive accurate and timely communication regarding the coordination of Group Sales Department's initiatives/objectives.
- Process tickets for contracts and concierges.
- Participate in the Group Sales contract process, including creating, collecting mailing and filing.
- Support the administration of the payment process including tracking and payment collection.
- Generate fresh sales leads by identifying new revenue streams through strategic business initiatives.
- Update database information accurately.
- Preserve teamwork, customer focus and growth strategy.
- Attend events that will enhance Group Sales opportunities.
- Balance end-of-day reports.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

- Able to use ticketing software.
- Exhibit professional, and corporate demeanor in all interactions.
- Effectively and efficiently multitask, set priorities, shift priorities, and adapt to changes in situations.
- Work independently and as part of a team in a fast-paced environment.
- Skilled in Windows based programs, including Word, Outlook, Excel, and PowerPoint.
- Communicate effectively, both verbal and written, in English.
- Work effectively and positively with others.

REQUIRED EDUCATION AND EXPERIENCE

- High School or High School Equivalent: General/Business/or any equivalent combination of training and experience.
- Customer service experience in a call center and/or retail environment.

If you are interested in this opportunity, please submit your resume to ptgroupsalessearch@browardcenter.org

