

## Sales Concierge

- DEPARTMENT:** Patron Services
- FSLA STATUS:** This is a part-time, 16-week temporary contract assignment sales position, base + commission
- WORK SCHEDULE:** Up to 30 hours per week; flexible schedule to include weekdays, weeknights and weekends
- REPORTS TO:** Director of Sales and Marketing
- TIMING:** This position will remain open until filled
- HOW TO APPLY:** Submit a cover letter and resume to [resumes@ljp.org](mailto:resumes@ljp.org). Include Sales Concierge in the subject line of your email.

### STATEMENT OF JOB

The Sales Concierge is responsible for soliciting donations and offering subscription package options to our patrons over the telephone. Must meet daily and monthly campaign goals. Perform any other duty as assigned.

### QUALIFICATIONS

- Previous sales and fundraising experience required
- A passion for the arts is a plus

### EDUCATION & EXPERIENCE REQUIRED

- Efficiency and understanding of sales software required
- Experience with Tessitura software a plus

### SKILLS AND ABILITIES

- Must be able to create sales pitches with enthusiasm
- Must be able to meet daily and monthly campaign revenue goals

### PHYSICAL REQUIREMENTS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to sit; stand; walk; use hands to finger, handle or feel; and reach with hands and arms. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

In addition to the duties listed about, the Playhouse expects the following of each employee: Adhere to LJP policies and procedures; Work in a safe manner; Perform duties as workload necessitates; Maintain a positive and respectful attitude; Communicate regularly with supervisor about department issues; Demonstrate efficient time management and prioritize workload; Demonstrate regular and consistent attendance and punctuality; Meet department productivity standards; Participate in LJP events as needed or required; Complete other duties as assigned.

#### **NON-DISCRIMINATION STATEMENT**

The La Jolla Playhouse will not discriminate on the basis of race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, marital status, gender identity, genetic information, sex or sexual orientation, or any other protected category in its hiring and employment practices, or in any other aspect of the employment relationship.

#### **INCLUSIVE STATEMENT**

We encourage applicants with a unique perspective inclusive of race, color, religion, familial status, gender identity or expression, sexual orientation, national origin, age and physical ability to apply. We are committed to diversity in all areas of our work, on and off stage. La Jolla Playhouse is an Equal Opportunity Employer (EOE), and all qualified applications will receive consideration.