Summary
TheaterWorksUSA (TWUSA) is seeking candidates for a full-time Sales Coordinator at TheaterWorksUSA. Since 1961 we have been a trailblazer in the not-for-profit theater industry with our repertoire of 141 literature–and history–based plays and musicals playing a leading role in the rise of theater for young audiences as an artform. We are proud to say that 100 million children, educators, and families have joined us at the theater to enjoy titles ranging from classics like CHARLOTTE’S WEB and FREEDOM TRAIN to contemporary favorites like DOG MAN: THE MUSICAL and THE LIGHTNING THIEF: THE PERCY JACKSON MUSICAL.

Duties and Responsibilities
The Sales Coordinator will work closely with the Director of Sales and Tour Sales Manager to help with seasonal tour bookings and day-to-day departmental operations. Responsibilities include, but are not limited to:

• Maintaining and managing accurate and updated accounts and contracts in Salesforce.
• Processing contracts in Salesforce. Communicating with schools and theaters regarding contract revisions.
• Generating and distributing reports from Salesforce to help the processes around contract signing, invoicing, accounts receivable, and contact management be as efficient and effective as possible.
• Liaise with the Production Department to crosscheck tour routing, hotel information, and ensure all touring procedures adhere to collectively bargained agreement with Actor’s Equity Association.
• Create and distribute performance tour itineraries to all departments.
• Help to compose and edit various marketing materials including but not limited to: brochure items, show one sheets and email campaigns.
• Assist with booking of school performances for tours nationwide by developing relationships and providing exceptional customer service.

A successful candidate will have:

• Excellent interpersonal, oral, and written communication skills
• The ability to coordinate a variety of competing tasks simultaneously with a strong attention to detail
• The ability to work autonomously and contribute to a busy team environment, with a collaborative work ethic and proactive approach to duties
• Proficiency in Microsoft Applications (Excel, Word, Teams) as well as SalesForce CRM Database.
• Commitment to an equitable and inclusive community

Compensation and Location:
• Salary is $35,000. Compensation package includes 99% employer-paid health insurance, voluntary dental insurance, FSA transit/health/dependent accounts,
Sales Coordinator

access to a voluntary 401(k) after the first year, and a total of 30 days of paid time off annually.

- This position is located in New York City.

Application and Instructions:
- Please submit a resume and a statement that includes what excites you about this role. No “cover letters” necessary. While we ask that resumes be submitted in written form, we invite applicants to submit their statement via a written statement, audio, or video recording - whatever form best suits your self-expression.
- Please submit your application with the subject line “Sales Coordinator” to jobs@twusa.org. Applications will be reviewed on a rolling basis until the position is filled.
- TheaterWorksUSA serves a diverse, nationwide audience and strives to build a staff, board, and programming that reflects the diversity of our audience. We strongly encourage candidates from communities that have been historically underrepresented to apply.
- TheaterWorksUSA is committed to creating a diverse and inclusive environment and is proud to be an equal employment opportunity employer. TheaterWorksUSA will not discriminate against an applicant or employee on the basis of race, color, religion, creed, national origin or ancestry, sex, age, physical or mental disability including gender dysphoria and similar gender-related conditions, gender (including pregnancy), veteran or military status, actual or perceived sexual orientation, gender identity or expression (including status as a transgender individual), predisposing genetic characteristics, genetic information, marital status familial status, domestic violence victim status, or any other legally recognized protected basis under federal, state, or local laws.
- TheaterWorksUSA complies with applicable disability laws and makes reasonable accommodations for qualified applicants and employees with disabilities. If reasonable accommodations are needed to participate in the job application or interview process or to perform essential job functions, please contact jobs@twusa.org or call 212.647.1100.