



400 Harvard Street
Cambridge, MA 02138

Jose Mateo Ballet Theatre

In 1986, Jose Mateo founded José Mateo Ballet Theatre (JMBT) on the principle that access to dance could transform lives. Since then, JMBT has forged a new model for a ballet organization through innovative programming, artistic excellence, and extensive community outreach.

JMBT believes that the educational, health, community building, and cultural value of ballet can be shared and enjoyed by everyone, benefiting constituents regardless of age, body type, or background—economic or cultural. This belief drives our work, which consists of three interconnected programmatic areas: Performance including our yearly production of *The Nutcracker*, Education and Training, and *Dance for World Community*.

Sales Associate

The Sales Associate is a part-time (15-20 hours a week), seasonal (October to December) position for a self-motivated individual with experience in sales. The Sales Associate will report to Managing Director and Marketing Associate and will manage group ticket sales, school-time performance ticket sales and program advertisement sales for JMBT's 2023 Nutcracker season.

Responsibilities include:

- Sales
 - Receive and respond to all sales inquiries and ensure payments
 - Cultivating relationships with new and previous group and school performance buyers
- Program Ads
 - Oversee group/school and program advertisement sales
- Database Management
 - Maintain database of current and potential sales opportunities
 - Develop customer and advertiser lists
- Assist Marketing Associate in Nutcracker marketing efforts, including promotions, ticket discounts, business partnerships, and more
- On-site event support during the Nutcracker performance season – December 8-24, 2023
- Other duties as assigned

Qualifications:

- 1-2 years of sales experience
- Excellent communication skills and comfortable talking on the phone
- Proficient in Microsoft Office and Google Workspace
- Exceptional writing and proofreading skills
- Experience with WordPress, Constant Contact, and Canva
- Exceptionally well organized with the ability to multitask
- A self-starter that can work independently
- Background in dance is preferable

Compensation:

\$15 per hour, 15-25 hours per week during regular office hours 9-5 or 10-6. This is an in-person role at JMBT studios starting October and ending in December, after the Nutcracker season.

To apply, submit a brief cover letter and resume to:

Isobel Chang
Marketing Associate
ichang@ballettheatre.org