



## **Part-Time Position Available – Group Sales Associate (Commission)**

### **DESCRIPTION**

Passionate about sales? And the arts? Skylight is seeking a Group Sales Associate to support efforts in bringing groups to attend Skylight productions. Hours are flexible with an hourly and commission-based salary.

### **SUMMARY OF RESPONSIBILITIES**

- Communication outreach to theatre group patrons throughout Milwaukee and southeastern Wisconsin
- Build, develop, and strengthen relationships with groups
- Make calls, send emails, attend meetings, and connect digitally to solicit group sales
- Return inbound calls and emails
- Coordinate and manage groups attending performances
- Process group orders, enter contracts, maintain contacts in database system, collect payments, send confirmations, and provide follow-up communication

### **QUALIFICATIONS**

- Excellent customer sales skills
- Professional and friendly demeanor
- Sales and customer service experience.
- Excellent people skills, a sense of humor, energy and drive
- Experience dealing with a wide variety of people in various situations
- Experience with ticketing systems such as Tessitura a plus

**Salary:** Hourly plus commission  
**Starting date:** Immediate  
**Reports to:** Director of Marketing & Communications

To apply, email a cover letter with resume to:  
Susan Heymann, Director of Marketing & Communications  
Skylight Music Theatre  
158 North Broadway  
Milwaukee, WI 53202  
SusanH@skylightmusictheatre.org

### **SKYLIGHT MUSIC THEATRE**

Founded in 1959, Skylight is Milwaukee's professional Equity music theatre company and the largest employer of Wisconsin actors in the state. Skylight produces the full spectrum of music theatre ranging from blockbuster Broadway musicals to reimagined operas, and from exciting world premieres to contemporary off-Broadway hits. Skylight's mainstage home is the Cabot Theatre in the Broadway Theatre Center, which was built by Skylight in Milwaukee's Historic Third Ward in 1992. Considered to be one of Milwaukee's most beautiful theatres, the Cabot Theatre is based on the design of an 18th-century French opera house. Skylight Music Theatre marks its 63rd season in 2022-2023.

*Skylight Music Theatre is a proud Cornerstone Member of the United Performing Arts Fund.*