



## **SALES & MARKETING APPRENTICE**

Northern Stage, a LORT D 240 seat regional theater in White River Junction, VT, seeks a highly motivated Sales & Marketing Apprentice for its 2022-2023 season. Northern Stage produces a mainstage season, an education season, a New Works festival, and 4-6 other events year-round. The Sales & Marketing Apprentice will work closely with the Director of Sales & Marketing, the Audience Services Manager, and the Sales & Marketing Associate, and will be an integral part of the Front of House operations during live performances. This Apprenticeship is a learning experience, and will provide the opportunity for the employee to explore all facets of a busy Sales & Marketing Department for a nonprofit theatrical producing institution under the tutelage of experienced professionals.

**Responsibilities** include but are not limited to:

- Provide support to Sales & Marketing Department for targeted individual show and subscription campaigns
- Serve as House Manager during select performances at Northern Stage's outdoor and indoor venues
- Assist in the graphic design and implementation of select print, social media and other online collateral
- Create and staff special promotional events
- Provide exceptional and efficient customer service to Northern Stage's patrons
- Assist Box Office in ticketing and seating patrons
- Learn financial reporting on earned income on Northern Stage's CRM platform

**Qualifications** Desired:

- Collaborative team spirit
- Passion for live theater, detail-oriented, enthusiastic, and friendly attitude
- Must be able to prioritize in a fast-paced, ever-changing environment
- Box Office or customer service experience a plus
- Sense of humor a plus

**Job Type** Full time, with some nights and weekends required

**Contract Dates:** 6/1/2022 - 5/29/23. Negotiable start time. Annual contracts negotiated.

**Compensation:** \$12.55/h + overtime paid at time and a half

**Benefits:** Dental, Vision, Life insurance, and PTO. Subsidized housing available for rent through Northern Stage, all utilities included.

**How to apply:** Submit the following materials via Submittable:

<https://northernstage.submittable.com/submit/221459/sales-and-marketing-apprentice-fy23>

- Resume
- Cover Letter
- Three (3) professional references

We believe the most important and impactful art is made when we consider and commit to inclusion, diversity, equity, and access both on and off of our stage. We highly encourage folks who are Black, Native or Indigenous, People of Color, Queer or Trans, Poor or Working Class, Disabled, Young, Elderly, and/or who speak English as a second language to apply. To learn more about Northern Stage, please visit our website: [www.northernstage.org](http://www.northernstage.org)