

# CAREER OPPORTUNITY

AT&T  
PERFORMING  
ARTS  
CENTER

## SALES ACCOUNT MANAGER

**Department:** Corporate Sales & Sponsorships  
**Reports to:** Director of Corporate Sales & Sponsorships  
**Location:** Dallas Arts District

### Job Summary:

Under the direction of Director of Corporate Sales & Sponsorships, the Account Manager's main responsibility will be to support the Director in managing critical corporate accounts. The Account Manager will be responsible for developing and maintaining new and existing relationships with corporate clients. The right candidate must be organized and able to manage several different accounts and relationships. They must be customer service oriented with a track record of maintaining meaningful relationships.

In addition to the duties listed below, this position requires time-management skills and be customer service oriented. They should be sales minded, tactical, and collaborative – able and willing to work alongside other departments and help when necessary.

### Key Areas of Responsibility:

- Manage existing corporate accounts, day to day may include:
  - Ticket fulfillment and tracking
  - On campus activations
  - Off-site meetings and activations
  - Media and marketing deliverables
  - Inter-office and external collaboration
  - Contract compliance
- Generate new leads – researching, prospecting, cold-calling, etc.
- Field in-bound phone and email inquiries when needed.
- Develop and maintain sales materials, including but not limited to: introductory documents, pitch packs, customizable proposal templates, and a prospect database.

- Develop in-depth knowledge of the AT&T Performing Arts Center – its function, mission, history, and campus.
- Master industry specific software: ArtsVision Calendar System and Tessitura Ticketing System. Training as needed.
- Attend confidential and high level meetings when called upon.
  - Manage ancillary activities – events and catering.
  - Identify cross-departmental referrals for client growth opportunities.
  - Maintain required sales, productivity, and pipeline sales reports.

**Required Qualifications:**

- Bachelor's Degree in sales and/or marketing, business management, hospitality or other related field.
- 3+ years of customer service experience.
- Superb sales, business development, relationship, and customer service skills with experience preferred.
- Organized and self-motivated.
- Professional in appearance and nature.
- Ability to work occasional nights and weekends when required – flexible schedule will be offered.
- Knowledge and passion for the performing arts is a must.
- Desire to work as a team and grow the department.

AT&T Performing Arts Center is an equal opportunity employer and is committed to the belief that each individual is entitled to equal employment opportunity.

**For immediate consideration, send cover letter, resume and salary requirements.**

**By Email:** careers@attpac.org

**By Mail:** Human Resources AT&T Performing Arts Center  
700 North Pearl Street, Suite N1800 - Dallas, TX 75201

## ABOUT THE AT&T PERFORMING ARTS CENTER

The **AT&T Performing Arts Center** is a nonprofit foundation that operates and programs a 10-acre campus comprised of three premier performance venues and a park in downtown Dallas. Audiences enjoy the best and most recent from Broadway and off-Broadway; the finest dance companies from across the globe co-presented with TITAS Presents; and top concerts, performers and cutting-edge speakers. Thousands of students explore and more deeply experience the arts through the Center's education program, Open Stages. The Center also offers free programming for audiences from every part of the community.

**The Center's mission** is to provide a public gathering place that strengthens community and fosters creativity through the presentation of performing arts and arts education programs.

**The Center's culture** is to focus on the values that guide its people's actions. The Center's Core Values are to passionately pursue our mission by being:

**Achievement Focused** - Committed to the advancement and cultivation of the Performing Arts in Dallas

**Community Minded** - Actively fostering and participating in meaningful community interactions

**Customer Service Driven** - Dedicated to the service of internal and external constituents so that all want to return

**Flexible** - Willing to change to achieve results

The Center's five resident companies are among the city's leading arts institutions: Anita N. Martinez Ballet Folklorico, Dallas Black Dance Theatre, The Dallas Opera, Dallas Theater Center and Texas Ballet Theater.

Designed by internationally acclaimed architects, the Center's campus includes the Margot and Bill Winspear Opera House, Dee and Charles Wyly Theatre, Annette Strauss Square, and Elaine D. and Charles A. Sammons Park are some of the finest performance venues in the world.

For more information about the AT&T Performing Arts Center and to purchase tickets, become a member, or make a donation, visit [www.attpac.org](http://www.attpac.org).