

Great Music on Sundays @5

Seasonal Advertising Sales Representative

Great Music on Sundays @5 is Provincetown's longest-running concert series. Now celebrating the 25th Anniversary Season, this popular program has presented over 350 concerts performed by more than 150 artists to thousands of concert goers in the historic Unitarian Universalist Meeting House. The concerts are a potpourri of music in multiple styles from across the centuries and around the world.

Description

This part-time position with heavy concentration from March 1st through June 30th with additional follow up through August. The qualified individual will be comfortable contacting business owners (both prior and new advertisers) to sell advertisement space on the *Great Music on Sundays @5* ("GMS@5") website (ptownmusic.com), which includes space in a PDF program book to support those businesses. This is solely a commission-based position earning 15% of paid revenue from each advertisement.

Key Responsibilities

- ✓ Contact businesses in person, by telephone, and/or online from the list of historic supporters.
- ✓ Develop a list of new businesses that have not advertised in prior years, make contacts, and invite their participation.
- ✓ Obtain signed Advertiser Contract provided by GMS@5 and obtain payment or payment arrangements from advertiser.
- ✓ Follow creative content requirements, collecting what is needed and coordinating with GMS@5 graphic designer.
- ✓ Accurately follow up on check collection and contract procedures.
- ✓ Meet or exceed prompt weekly reports to GMS@5 treasurer.

Qualifications

- Attention to detail and ability to work independently
- Superior communication skills in an advertising sales setting
- Not otherwise employed or engaged as an advertising sales representative for any other business or organization from March 1st through August 31st
- At least 18 years old
- Dependable cell phone
- Competent use of email, Word, and Excel
- Valid email address and internet connection to upload weekly results
- Professional presence
- High school diploma, GED, with some higher education experience preferred

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