



Sales Team Representatives

Goal: To renew and bring on new sponsorship partners for exhibitor booths, ad sales and other collateral for the NMS Guidebook, and Festival showcase sponsorships to generate the best experience for NMS attendees.

Terms: February – June, Commission-based

Responsibilities:

- Liaise with established sponsors to renew contracts, or preferably, at an increased level of support
- Research and contact new potential local and international sponsors for the New Music Seminar
- Handle all sponsor participants needs and fulfillment of NMS deliverables
- Assist in creation and development of sales proposals and collateral materials
- Maintain database of all sponsorship leads and sales activity
- Coordination and execution of all on-site sponsorship details and elements including exhibitor booths and banners
- Liaise with webmaster, graphic designer, and guide-book editor for banner, ad, copy, and logo placements
- Serve as liaison with vendors on event-related materials and shipping schedules

Areas: All pertaining to music industries (technology, labels, publishers, live, manufacturers, music organizations, et al.)

Reports to: General Manager, Director

Notes: The New Music Seminar is regarded as the most important and high-level conference in the country, which is demonstrated by the caliber of speakers and performers.

This job description is intended as a summary of the primary responsibilities of this position, and is not intended to be inclusive of all duties an individual in this position might be asked to perform.

Must be available on-site June 8-12

To Apply:

Send resume and cover letter to: jobs@newmusicseminar.com

Put "Sales Team" in the Subject line of the email.

www.newmusicseminar.com

June 9-11, 2013 - NYC