

59E59 Theaters
The Elysabeth Kleinhans Theatrical Foundation Inc.
New York, NY

The Elysabeth Kleinhans Theatrical Foundation is a not-for-profit operating foundation which owns and operates 59E59 Theaters, a lively venue with a 195-seat theater, a 99-seat theater and 40-60 seat flexible theater. 59E59 Theaters presents a year-round curated program of about 34 Off Broadway productions that are nurtured and supported through highly-subsidized rental rates that include: technical, ticketing, FOH, marketing, facilities, and press services.

59E59 Theaters seeks a qualified candidate for the role of **Marketing and Ticketing Coordinator**

Job Summary: The Marketing and Ticketing Coordinator provides administrative support to the Theaters' Marketing and Ticketing department. This position manages the patron database, and plays key roles in supporting membership, partnership, and group outreach. Additionally, this position assists the 59E59 Theaters appointed press rep with press relations. In alignment with our Community Agreement, The Coordinator will uphold 59E59's mission and our dedication to inclusion, diversity, equity and accessibility (IDEA) in the workplace, and our commitment to be an anti-racist organization.

Reports to: Marketing Manager

Hours: FT some evenings and weekends

Duties and Responsibilities:

Marketing & Ticketing

- Support the Marketing Manager in the creation and implementation of retention and growth campaigns and collateral to support 59E59 Theaters Membership schemes.
- Assist the Marketing Manager with list pulls for institutional and departmental direct response pieces.
- Message the value of 59E59 Theaters' programming to our members.
- Identify and cultivate new members.
- Track sales data, maintain promotional materials inventory, and track membership numbers for reporting.
- Monitor and maintain the Spektrix and TRG Data Center patron databases.
- Liaise with partnership businesses to support and expand the membership benefits scheme.
- Support grassroots audience development initiatives.
- In addition, the Coordinator will also have some event management duties, planning and promoting special events.

Public Relations

- Support 59E59 Theaters' publicist as needed, including maintaining an internal media database and compiling press kits for all productions.
- Manage press duties on behalf of the Theaters' Publicist when they are not onsite, including accompanying talent to interviews.

- Assist press representatives in distributing press releases and other press related duties as directed.
- Compile press quotes and coordinate the sharing of these through the creation of snipes, social media cards, and video monitor slides, and updating social media platforms accordingly.
- Timely listing of productions on various third-party theatrical and ticketing sites.
- Additional duties as assigned by Marketing Manager

Qualifications

- Must be proficient in Microsoft Excel and the entire Microsoft Office suite
- Strong organizational skills
- Customer service mindset
- The ability to work independently
- Strong interpersonal written and oral communication skills
- Experience using a box office ticketing system or CRM platform preferred but not required

Salary
\$ 35,000

59E59 Theaters offers a range of benefits including medical, dental, paid vacation, sick leave, Transitchecks, flexible spending accounts and a 401(k) retirement plan, paid educational and professional development opportunities.

To apply, please send a resume and cover letter to Brian Beirne, Managing Director at jobs@59e59.org.

Please include **Marketing and Ticketing Coordinator** in the subject line. In the cover letter, please include why this position at 59E59 interests you and how your previous experience enables you to be successful in this role.

Referrals of qualified candidates are also welcome.

59E59 Theaters is committed to creating a diverse and inclusive environment and is proud to be an equal opportunity employer. BIPOC applicants and candidates from populations underrepresented in the theater field are strongly encouraged to apply. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, familial status, sexual orientation, National origin, ability, age, or veteran status.