



**The American Theatre Guild is a 501(c)(3) organization and the largest not-for-profit touring Broadway Presenter in the nation. We support Broadway seasons in fourteen markets. Our mission is key to what drives our organization, we are dedicated to providing the experience of live theatre to foster passion, inspire creativity and empower youth within our communities.**

### **Database Inventory Associate Job Duties**

- Update inventory audit on a consistent basis.
- Track effectiveness of all running discounts.
- Assist Sales & Analysis Manager and Database Inventory Coordinator with special projects, such as compiling historical data and data clean-up.
- Create, compile and upkeep documents. (savings report, master discount file, etc.).
- Update price changes that need to be made and coordinate with show reps and box offices to put those changes into effect.
- Assist in completing and sending inventory reports each week internally and as requested by show representatives.
- Assist in creating discounts and deciding on price changes.
- Compile and enter pre- and post-sales results. (pre-sale codes, travelzoo, etc.).
- Proof online prices and fees, initially and after any price changes.
- Collect sales reports for individual shows and season campaigns (wraps) on a timely basis, incorporate sales data into excel formats and distribute to executive director, senior director of marketing and other senior staff members as directed. Distribute sales reports as required to representatives of touring shows in formats provided by them, all in a timely fashion.
- Other data tasks as assigned by the Sales & Analysis Manager and Database Inventory Coordinator.

### **Requirements:**

- 2-3 years of experience relatable to the position

### **Preferred Requirements:**

- One or more years of experience with Archtics
- Experience with databases such as DOMO, SQL, SALESFORCE, or TABLEAU

### **Knowledge, Skills and Abilities**

- Ability to multi-task and learn quickly in a fast-paced environment
- Strong Excel skills, experience with MACROS a plus
- Strong knowledge of Google Sheets
- Exceptional organizational skills
- Excellent written and verbal communication skills
- Desire to be proactive and innovative
- Ability to effectively communicate cross-functionally with departments
- Comfortable learning new technologies and/or programs

**Benefits Include: PTO days, paid holidays, parental leave, SIMPLE IRA contributions and generous employer contributions to health, dental, and vision insurance premiums.**

