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# THE SHED

THE **BLOOMBERG** BUILDING  
545 West 30th Street  
New York, NY 10001

## **Job Description: Venue Sales Associate**

### **About The Shed**

The Shed is a new cultural institution of and for the 21st century. We produce and welcome innovative art and ideas, across all forms of creativity, to build a shared understanding of our rapidly changing world and a more equitable society. In our highly adaptable building on Manhattan's west side, The Shed brings together established and emerging artists to create new work in fields ranging from pop to classical music, painting to digital media, theater to literature, and sculpture to dance. We seek opportunities to collaborate with cultural peers and community organizations, work with like-minded partners, and provide unique spaces for private events. As an independent nonprofit that values invention, equity, and generosity, we are committed to advancing art forms, addressing the urgent issues of our time, and making our work impactful, sustainable, and relevant to the local community, the cultural sector, New York City, and beyond.

### **About the Position**

Reporting to the Director of Strategic Partnerships, Venue Sales, the Venue Sales Associate is tasked with providing administrative, logistical, and operational support to the Venue Sales team. The Venue Sales Associate will be involved in all aspects of sales and operations of private events, with a goal to bring in new business, respond to inquiries, interface with clients, keep sales materials up to date and provide tours of the venue. This position requires a reliable, trustworthy individual with a strong sense of accountability, excellent organization skills, and the ability to work with minimal supervision. Sound decision-making, flexibility, sustained initiative, and the ability to handle multiple priorities is crucial to success.

### **Key responsibilities include, but are not limited to**

- Respond to general rental inquiries and summarize inquiries that require higher level responses
- Maintain client relations with clear and prompt communication
- Coordinate both within the department as well as with other Shed departments as required
- Assist the Director in building internal and external partnerships
- Support the Associate and Manager with rental sales engagement, event planning, and execution.
- Proactively maintain Shed marketing and sales material
- Lead building tours with clients
- Assist the Sales Team with all logistical aspects of event management, production and preparation, and execution of events
- Maintain and communicate a continuous and recognizable standard of event execution and services
- Assist with marketing and social media efforts promoting private events
- Organize and maintain events inventory and equipment
- Attend and participate in all assigned events

### **Qualifications and Qualities**

- One to two years relevant experience providing administrative support, customer support, and event coordination or equivalent, preferably in an arts institution or gallery
  - Excellent organizational, oral, written, analytical, interpersonal, and communication skills with a meticulous attention to detail and highest quality execution in all situations
  - Astute and diplomatic; perceptive in recognizing potential conflicts and ability to resolve issues calmly under pressure
  - A creative thinker and imaginative problem solver
  - Demonstrated ability to work as part of a highly collaborative and open-minded team
  - Able to work comfortably in a fast-paced environment handling multiple priorities and projects both independently and with a team
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- Ability and willingness to work in a flexible work schedule to accommodate business needs including select weekends and weeknights as required
- Excellent computer skills necessary, including Excel, Word, Office and Google Platform, VenueOps, Zkipster and experience is Tessitura is a plus

**Compensation**

Compensation will be commensurate with experience. Please provide salary requirements with your application.

**Application Process**

Interested candidates should complete an application and submit résumé and cover letter in a single Word or PDF document saved as candidate's first and last name through our Career Center page [here](#). Only résumés and cover letters submitted in this format will be reviewed. No phone calls, please.

**Please note:** The Shed has adopted a Covid-19 vaccination policy to safeguard the health and well-being of our employees. As a condition of employment, Shed employees are required to be fully vaccinated for Covid-19, unless a reasonable accommodation is approved or as otherwise required by law.

The Shed is an Equal Opportunity Employer, committed to the goal of building a culturally diverse staff, and strongly encourages applications from minority candidates.