



## **Concert Tour Specialist**

### **Reports To Vice-President Artistic Development of Perform International / Perform America**

#### **The Company**

Music and travel are a powerful combination. That is why Perform International and Perform America have curated a team with a passion and expertise in both. We desire to bring the transformative power of travel and performance to music programs and ensembles. We see every trip and festival as an opportunity to celebrate the unique character of each musician while building a sense of unity and belonging through the universal language of music. We work closely with each director, conductor, and administrator to create a memorable, meaningful, and cost-effective tour for choirs, bands, and orchestras.

#### **Job Overview**

Concert Tour Specialist – Outside Sales is responsible for generating new accounts to participate in Perform International and Perform America domestic and international performing tours. These accounts are developed primarily via telephone, email, and in-person meetings. Our primary customers are high school, college/university, community ensemble, and church music directors of bands, orchestras and choirs. In addition to establishing new accounts, the Concert Tour Specialist is responsible for the growth and rebooking of their existing accounts. The Concert Tour Specialist will travel and lead tour informational meetings for their traveling ensembles.

#### **Responsibilities and Duties**

- Acquire new business as well as grow existing accounts
- Prospect potential customers by telephone, email, and one-on-one meetings and record each interaction in the company CRM
- Deliver in-person presentations to music directors, faculty, and parents; field incoming inquiries; follow-up on marketing-driven leads
- Effectively communicate the Perform International and Perform America vision for concert tours
- Recommend specific domestic and international tour experiences
- Discuss and recommend concert experiences, venues, and performance expectations with the director/conductor
- Actively maintain and manage a significant prospect portfolio
- Maintain accurate and up-to-date records and documentation on all customer data, telephone contacts, price quotes, proposals and email correspondence
- Clearly communicate each client's touring and performance requirements to the Sales Support Team so that accurate and compelling proposals can be created



- Prepare and execute tour presentations to potential performing groups
- Attend and represent Perform International and Perform America at select music conferences
- Participate in ongoing sales and product training to continue to hone your professional knowledge, skills and abilities

## Qualifications

- Knowledge and/or experience in the field of music performance, education, or administration
- Degree from an accredited college or university
- Prior experience in sales, particularly over the telephone and via email
- Must have a positive attitude, with high energy level and be coachable
- Knowledge and/or experience in domestic and international travel a plus
- Excellent interpersonal and communication skills, verbal and written
- Strong attention to detail and follow-up skills
- Excellent organizational skills with the ability to multi-task while meeting tight deadlines
- Time management – effectively manage time and resources to achieve high productivity and efficiency
- Ability to work independently as well as function within a team
- Must be able to travel overnight and drive an automobile
- Some lifting (up to 25 lbs.) will be required while attending conventions
- Participate in special projects as needed
- Attend and contribute to regular department and team meetings
- Additional responsibilities may be assigned

HOW TO APPLY: Email (1) a letter of interest and (2) your resume highlighting pertinent experience to [info@perform-international.com](mailto:info@perform-international.com)