##

**REPRESENTATIVE / SALES – EVENTS REPRESENTATIVE**

Our team is expanding and we need a Sales Representative to meet the needs of Cirque Éloize. Under the Director and Producer - Events, you will work on client prospecting and event sales in the Cirque Éloize studios in the former Dalhousie Station.

In addition to its touring shows, Cirque Éloize develops customized concepts for major events, here and around the world. The Cirque Éloize events department organizes turnkey events, creates tailor-made shows around the world, and offers individual performances, event hosting and circus workshops. To date, over 1,500 events have been held worldwide.

Full-time position

Start of employment: beginning of June 2017

Salary: Based on current salary range and experience

**KEY DUTIES**

Identify markets and clienteles, develop client relationships and establish new contacts;

Participate in promotion and networking activities;

Respond to requests for general information about our services;

Host various groups and clients visiting the Cirque Éloize studios;

Develop pre-sale creative projects in collaboration with the Artistic Director;

Draft proposals for clients and build customized budgets according to the performance location;

Negotiate the terms of agreements, draft contracts and have them signed;

Administrative follow-up on agreements;

Represent Cirque Éloize on the event website;

Develop efficient sales tools;

Keep up-to-date on events in different markets;

Various clerical jobs: direct mail, calendars, database, expense reports, updating of image and event banks, archiving, etc.

**MINIMUM REQUIREMENTS**

University degree in communications, marketing, management or a related field;

Approximately five (5) years’ experience in the sale of events or in the programming of cultural events and/or any related field and/or similar functions;

Bilingualism, spoken and written (French, English), third language (an asset);

Knowledge of the performing arts (and circus arts and events);

Knowledge of basic Office suite and Salesforce software (an asset);

Availability in the day, and occasionally evenings and weekends;

No constraints to traveling abroad.

**REQUIRED SKILLS**

Excellent communication, negotiation and sales skills;

Strong organizational, planning and priority management skills;

Motivated by sales, with a sense of initiative and discipline, detail-oriented, with a long-term vision;

Basic knowledge of budget management;

Open-minded to the world and diversity;

Share the human values ​​of the company;

Ability to work in a dynamic and high-pressure environment;

A good tolerance for stress;

Good presentation and interpersonal skills;

Independent, disciplined and meticulous at work;

Initiative, proactivity.

**HOW TO APPLY**

You must send a CV and cover letter before May 15, 2017 to the Cirque Éloize Human Resources Service at eloize@cirque-eloize.com. Please let us know how you found out about this job offer.

We contact only those applicants who have been retained for an interview. No phone calls, please.