

Advertising Sales Manager

Join the “Players” Family

The **Westmoreland Players** is looking for a persuasive salesperson to service its client base of about 100 program advertisers, and to add new ones. The position would begin September 1, 2010.

Duties would include

1. Maintaining contact with current advertising clients to renew their participation
2. Contacting and soliciting new clients
3. Assisting in expanding advertising options beyond print media to web-site
4. Receiving, reviewing and vetting advertising copy
5. Providing copy meeting deadlines to show producers and editors
6. Managing billings, collections and accounts receivable

The ideal candidate would

- Be a well-organized, persuasive, self-starter, with great “people skills”
- Show a good command of language, syntax and grammar
- Have had sales and customer service experience (retail or wholesale)
- Be “computer literate” – for example, using WORD and EXCEL
- Have experience in managing accounts (recording, tracking, following -up, reporting)
- Have some experience with “web-site” use

The first “copy deadline” is expected to be mid-late October

This is a contracted position, paid on a “generous” commission basis. Work may be home based, but office facilities will also be provided. Interviews will begin August 23, 2010

Please send your resume, including contact information, work experience, and references by August 15, 2010 to

info@westmorelandplayers.org

or mail to
Brian Tilbury
President, Westmoreland Players
PO Box 253,
CALLAO, VA 22435