



# Indigenous.Link

Canada's fastest growing Indigenous career portal, Careers.Indigenous.Link is pleased to introduce a new approach to job searching for Indigenous Job Seekers of Canada. Careers.Indigenous.Link brings simplicity, value, and functionality to the world of Canadian online job boards.

Through our partnership with Indigenous.Links Diversity Recruitment Program, we post jobs for Canada's largest corporations and government departments. With our vertical job search engine technology, Indigenous Job Seekers can search thousands of Indigenous-specific jobs in just about every industry, city, province and postal code.

Careers.Indigenous.Link offers the hottest job listings from some of the nation's top employers, and we will continue to add services and enhance functionality ensuring a more effective job search. For example, during a search, job seekers have the ability to roll over any job listing and read a brief description of the position to determine if the job is exactly what they're searching for. This practical feature allows job seekers to only research jobs relevant to their search. By including elements like this, Careers.Indigenous.Link can help reduce the time it takes to find and apply for the best, available jobs.

The team behind Indigenous.Link is dedicated to connecting Indigenous Peoples of Canada with great jobs along with the most time and cost-effective, career-advancing resources. It is our mission to develop and maintain a website where people can go to work!

Contact us to find out more about how to become a Site Sponsor.

Corporate Headquarters:

Toll Free Phone: (866) 225-9067

Toll Free Fax: (877) 825-7564

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# Job Board Posting



Careers.Indigenous.Link

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## Senior Sales and Contracts Coordinator

<b>Job ID</b>	<b>21-E3-8F-E6-64-FE</b>	
<b>Web Address</b>	<a href="https://careers.indigenous.link/viewjob?jobname=21-E3-8F-E6-64-FE">https://careers.indigenous.link/viewjob?jobname=21-E3-8F-E6-64-FE</a>	
<b>Company</b>	National Arts Centre	
<b>Location</b>	Ottawa, Ontario	
<b>Date Posted</b>	From: 2019-06-14	To: 2019-07-14
<b>Job</b>	Type: Full-time	Category: Miscellaneous
<b>Job Start Date</b>	August 15, 2019	
<b>Job Salary</b>	A blend of base compensation and sales commissions will be offered	
<b>Languages</b>	Bilingual	

### Description

Canada is our stage.

Those four words inform everything we do as a catalyst for performance, creation and learning across this great land. We are proud to be a home for many of Canada's most exciting artists who captivate audiences on our stages and on stages across the country.

Our Five Core Values:

Be Considerate

Be Knowledgeable

Be Welcoming

Be Sincere

Go Above and Beyond

Key activities:

Responsible to the Executive Producer, NAC Presents & Variety Programming and reporting to the Associate Producer, NAC Presents & Variety Programming, the Senior Sales and Contract Coordinator will identify, develop and maintain sales objectives as well as plans and programs in accordance with the Department's vision in order to increase business in our performance halls and public spaces. The incumbent will identify and maximize business opportunities by establishing partnerships with our community leaders.

In addition, the incumbent will be responsible to manage all incoming client contracts for our public spaces. You are required to manage their needs to create exceptional and memorable events and performances from the moment of receipt of inquiry to the end of the show/event.

Required qualifications:

¼ A university degree or college diploma in business management, marketing, or a related field is an asset;

¼ Must have at least three (3) years of sales experience;

¼ Must provide proof of previous sales experience;

¼ Must possess a valid driver's license;

¼ Must be able to speak, read, and write in both official languages;

¼ Strong knowledge of the Performing Arts and event production;

¼ Past experience with event management is an asset;

¼ Strong network within the Ottawa / Gatineau region is a must;

¼ Strong time management skills and financial experience;

¼ Ability to work well independently with little supervision;

¼ Strategic planning skills are an asset;

¼ Experience working in unionized environments is an asset.

### Other

Who can apply:

Persons residing in Canada and Canadian citizens residing abroad. Preference will be given to Canadian citizens.

Candidates invited to an interview will be responsible for all travel and accommodation expenses. If relocation is required, the successful candidate will be expected to pay for their relocation expenses.

As an employer who values diversity in its workforce, we encourage candidates to self-identify as members of the following designated groups: women, visible minorities, Indigenous peoples and persons with disabilities.

The successful candidate will be required to provide a valid Criminal Record Check as a condition of employment. While we appreciate all applications, only those selected for interview will be contacted.

**How to Apply**

Please submit your application online through our website at <https://nac-cna.ca/en/careers>.