



**Fan Club Manager
Part Time
Saratoga Springs, NY**

Req. # FCM032017

Mills Entertainment is the industry leader in branded live entertainment. We collaborate with top artists and content partners to produce and promote engagements at theaters, arenas, casinos, and colleges throughout the United States and internationally.

The work we do is exciting, challenging, and fun. We're seeking applicants with a passion for live entertainment and a desire to join the industry's leading team.

Job Purpose

Mills Entertainment is looking for a detail oriented Fan Club Manager with a track record of successfully interfacing with clients, planning and implementing marketing communications, managing projects and providing best-in-class customer service.

Responsibilities include, but are not limited to:

- Create and manage regular exclusive content for the Fan Club according to the content calendar.
- Create and distribute regular email blasts with exclusive content for Fan Club members
- Coordinate the Fan Club ticket presales
- Execute contests, gift give-a-ways, and prize fulfillment
- Coordinate and host member events
- Oversee bi-weekly meetings with the property team
- Reply to members emails and inquiries
- Communicate effectively with Talent Management Team

Required Qualifications:

- Must be able to work autonomously, exercising discretion and be able to lead others.
- Must demonstrate high level of professionalism and be highly adaptable,
- Must be able to build strong relationships, working effectively with others
- Must possess a commanding grasp of grammar and the English language
- Must be proficient in Microsoft Office Applications
- Must be enthusiastic and self-motivated with excellent customer service
- Must be able work flexible schedule with some travel required for events (8-12 days per year)
- Must have experience in marketing and social media platforms

This is currently a part time position, 10-20 hours per week, but could become a full-time role with growth in this business unit. The working schedule is within normal business hours, however, may require more during peak periods or as business needs demand.

Interested applicants should send a cover letter, resume, and salary requirements to jobs@millsentertainment.com – Referencing Req. # FCM032017 in subject line.

Due to the volume of applicants, we are unable to reply to all submissions. o phone calls or office visits, please

