



**Touring Merchandise  
Coordinator & Seller I**

**Req # TMS062018**

**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 enjoyable.** We are seeking applicants with a passion for live entertainment and a desire to join the industry's leading team.

Mills Entertainment is seeking a dynamic individual to join our touring team in the position of Touring Merchandise Coordinator & Seller I. The working conditions of this position is a 8 week touring period, in close quarters.

**Responsibilities include, but are not limited to:**

- Assist in the load-in of merchandise and related materials
- Assist in the setup of the merchandise area(s)
- Demonstrate selling skills with accurate and strong cash management, demonstrating a high degree of trust.
- Assist in the settlement and load-out process, including merchandise report, content for Performance Report, and merchandise photo area
- Support the restocking communication process through Merchandise Report Notes Sheet
- Drive a tour vehicle (box truck, or car) as required, in accordance with required DOT breaks and some volunteer shifts from additional crew members
- Maintain and submit expense reports, and credit card reconciliations accurately and timely

**Required Qualifications:**

- High School diploma or equivalent required, additional education helpful
- Prior touring experience preferred
- Strong verbal and written communication skills
- Must be able to lift at least 30lbs
- Must be able to drive a box truck or car, and be able to meet DOT rules and regulations
- Proficient with MS Excel, Outlook, Word, Google Docs, and AtVenu
- Ability to work collaboratively with others on the tour supporting the artist and touring crew.
- Requires high level of autonomy and trust, working remotely with limited supervision
- Must be able to travel on a regular basis

**Key Information (subject to change):** Training during technical rehearsals: June 18th - 25<sup>th</sup> - With the merchandise team reporting 6/23 – 6/24, with tour ending on or about August 5<sup>th</sup>, 2018. Compensation for this position is \$570 per week, plus \$30.00 per diem and double-occupancy hotel.

**Interested applicants should send a cover letter, resume, and salary requirements Referencing Req TMS062018 to [crewjobs@millsentertainment.com](mailto:crewjobs@millsentertainment.com)**

**Due to the volume of applicants, we are unable to reply to all submissions. No phone calls or office visits, please.**