



**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 - 25th - With the merchandise team reporting 6/23 – 6/24, with tour ending on or about August 5th, 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

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