



Founded 1973

Old bricks  
Faith in people  
Preserving community

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## Clinton Housing Development Company

### BOOKING AGENT

#### NATURE OF WORK

The Booking Agent manages booking operations of two professional, theatrical and dance rehearsal spaces.

#### RESPONSIBILITIES

- Market rehearsal space, maintain relationships with over 50 non-profit theatre and dance companies and solicit new clients
- Book reservations and maintain calendars for both spaces
- Verify renters tax status, insurance and eligibility and generate contracts and invoices.
- Collect rental payment from clients, track and submit payments to Finance Department
- Prepare weekly activity reports and calendars
- Provide customer service to clients 24/7
- Show rental spaces to potential clients
- Liaison between the clients, Maintenance and Housing Management
- Organize and maintain filing system for rental contracts
- Train Front Desk Staff to maintain the distribution of keys, collect payments and customer interactions.

#### MINIMUM QUALIFICATIONS

##### Education and Experience

Two years previous administrative/clerical experience

Experience working with non-profit and/or performing arts companies preferred.

Marketing capabilities and experience preferred

##### Knowledge, Abilities, and Skills

Ability to work independently

Excellent interpersonal and organizational skills

Computer literacy including Microsoft Office

Knowledge of Fourwinds Interactive Systems a plus

#### REPORTS TO

Director of Operations

#### MANAGES

None

#### SALARY RANGE

\$15,000 Annual

#### SCHEDULE

Part-time 15-20 hours/week

Flexible schedule

Send coverletter & resume to [applications@clintonhousing.org](mailto:applications@clintonhousing.org)

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