

# ASCOT

TRAVEL SERVICES

## Entertainment Travel Advisor

### Position Summary:

ASCOT Travel Services is seeking an experienced and highly motivated Travel Advisor to manage and service the day-to-day travel needs of our high-profile clients. This role is client-facing and account-driven, requiring exceptional attention to detail, creative itinerary development, and the ability to deliver best-in-class travel experiences across touring, corporate, and leisure segments.

### Key Responsibilities (include but are not limited to):

- Research, design, and execute personalized and seamless travel itineraries.
- Consult with clients to understand their individual travel preferences, goals, and constraints.
- Book comprehensive travel arrangements, including air, hotel, ground transportation, cruises, and ticketed events.
- Stay current on global travel advisories, restrictions, and industry best practices.
- Attend vendor webinars and supplier trainings to specialize in key destinations and travel products.
- Participate in annual industry events and conferences, such as Tour Link and Tour Connection, on behalf of the agency.
- Serve as a reliable point of contact before, during, and after travel to ensure client satisfaction.
- Troubleshoot and resolve travel-related issues promptly and professionally.
- Liaise with tour operators and vendors to curate unique travel packages.
- Generating invoices for client records and back office reconciliation in accordance with agency procedures.
- Maintain strict client and agency confidentiality at all times.

### Skills and Qualifications

- Proficiency in Sabre or equivalent GDS required.
- Prior experience in entertainment, luxury, or high-touch travel preferred.
- Strong communication and interpersonal skills.
- Ability to work independently and manage multiple client accounts.
- Highly organized with meticulous attention to detail.
- Flexible, solutions-oriented, and comfortable in a fast-paced environment.

ASCOT Travel Services  
450 7<sup>th</sup> Ave.  
Suite 2401  
New York, NY 10123

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## **Location and Compensation**

This is a hybrid role based in our NYC midtown office. Team members are expected to be in office 2x per week, typically on Tuesdays and Fridays, with flexibility as needed for team-collaboration client meetings, or company events.

We value the balance of in-person connection and focused remote work, an aim to create a rhythm that supports both productivity and culture.

The estimated base salary for this role is \$70,000-\$80,000 annually along with a 25% commission for newly sourced business. This is in addition to a comprehensive benefits package that includes 100% employer-paid healthcare (medical, dental, vision) for individual employees, and paid time off.

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