BOX OFFICE MANAGER (Full-time)
– JOB DESCRIPTION

OVERVIEW:
The Box Office Manager will be responsible for overseeing ticketing and event set-up of all events at the Prince Music Theater. The Box Office Manager will provide leadership to all box office staff and be responsible for box office management for all Prince attractions.

ESSENTIAL DUTIES/RESPONSIBILITIES: (including, but not limited to)

- Supervise box office operations.
- Create and maintain daily ticket reports.
- Create daily reconciliations of box office sales.
- Report sales to outside promoters and partners.
- Prepare all needed documentation, reports and reconciliations for settlements.
- Training and scheduling part time box office staff.
- Events setup in ticketing system
- Fill all internal box office orders.
- Handle daily ticket selling and group sale orders.
- Responsible for effective intake of event information.
- Manage and maintain schedules of spot sellers.
- Handle customer service issues.

JOB REQUIREMENTS:

- Have flexibility for work weekly hours depending on show performances. Current Box Office hours are from 1PM-to 5PM on non-show days (M-F)and open until 9PM on performance days (based on schedule).
- Visible leadership skill and desire to advance the organization.
- Knowledge of industry practices and protocols.
- Proficiency in Tessitura.
- Strong communication skills.
- Proficient in Microsoft Office and data entry.
- Minimum of two (2) years Box Office Experience.

COMPENSATION: Low to Mid 40K. Commensurate with Experience. Benefit package.

TO APPLY:
Send resume and cover letters to James Hines, Executive Director at jhines@princemusictheater.org with "Box Office Manager " in the subject line. NO PHONE CALLS PLEASE.