

JOB TITLE : BOX OFFICE COORDINATOR

JOB FAMILY : AUXILIARY SERVICES

BAND : D

FLSA : NONEXEMPT

JOB CODE : 10117

MAIN FUNCTION:

Work with event managers on ticketing needs, audience amenities, explaining house policies and orienting/training ushers and other volunteers.

ESSENTIAL DUTIES & RESPONSIBILITIES :

Work with event managers on ticketing needs, audience amenities, explaining house policies and orienting/training ushers and other volunteers.

Administer ticket system. Serve as primary contact with University Ticket vendor.

Set up each event's ticketing requirements utilizing ticketing software.

Address and resolve potential issues.

Work with ticket vendors on customization of software.

Process and print ticket orders.

Answer calls and emails from patrons, field audience concerns and feedback.

Provide post-event ticket reports to presenters and accounting personnel, preparing a final ticket income report.

Purchase supplies and equipment.

Print event tickets.

