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# Example of Box Office Manager Job Description

Our growing company is looking for a box office manager. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for box office manager

* To recruit, train and rota casual box office staff to the required standard so that all shifts can be covered
* Ensuring that the Box Office areas are kept clean and tidy at all times
* Reporting back to the Management Team on a weekly basis regarding box office performance
* Expanding box office trade
* Familiarity with ticketing software and general practices preferred
* Must possess a high degree of interpersonal and customer service skills necessary to ensure total guest satisfaction
* To ensure the smooth running of the venue Box Office and Guest List
* Work all events at the Wiltern as schedule
* Build and maintain all events for Hollywood Casino Amphitheatre and a share at Aragon Ballroom
* Ensure equipment is working appropriately and verify correct ticket sales

## Qualifications for box office manager

* Must be highly knowledgeable about AXS ticketing system and comfortable with other ticketing systems (Ticketmaster, Stranger Ticketing, Gingerbread Shed)
* BA/BS degree (Business, Marketing, Communications preferred)
* Proficient in a Ticketing Solutions System Excel
* Expected to work weekends, holidays, and night time hours
* Demonstrated experience in hirng and managing part time employees is required
* Experience with Tickemaster Archtics software preferred