Downloaded from <https://www.velvetjobs.com/job-descriptions/box-office-manager>

# Example of Box Office Manager Job Description

Our innovative and growing company is searching for experienced candidates for the position of box office manager. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for box office manager

* To act as a member of the venue management taking responsibility for the Box Office department and its financial performance
* To act as the primary point of contact regarding all matters relating to the box office operations for all relevant parties both internal and external
* Ticket sales and ensuring that the attendance figures tally with the z reports on a nightly basis
* Running the guest list when requested
* Logging lost property and giving lost property collection information cards out
* Selling tickets for upcoming events
* Exit flyer where requested
* Print Box and Season Ticket holder tickets and assist with the fulfillment as needed
* Must have the ability to manage and direct up to 40 union staff members
* Must have experience with Archtics, Ticketmaster Host, Ticketmaster Access Manger & Archtics Account Manager

## Qualifications for box office manager

* This is a part-time position that will work 32 hours per week
* Must have knowledge and experience with Ticketmaster ticketing systems and Archtics
* Strong written and verbal communications, superior interpersonal and management skills
* Experience with the standard operations of a performing arts center front of house
* Demonstrated understanding and experience of standard practices in the performing arts and event production
* Ability to think strategically about all aspects associated with the image of the Center, including Resident Companies, patrons, and institutions