



Example of Box Office Manager Job Description

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Our innovative and growing company is searching for experienced candidates for the position of box office manager. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

Responsibilities for box office manager

- Ensuring the smooth running of the venue Box Office
- To be willing and able to cross work across departments, particularly with a view to duty managing events
- To have an active role with marketing team to drive sales, undertake research as necessary and contribute to marketing initiatives
- Any other duties that may arise
- Sales via Ticketweb system, cash, credit card and ticket reconciliation
- Transmission of all Ticketweb information, as per instructions including Daily Print Outs
- Monitoring event ticket sales in all outlets as necessary
- Ensure tickets for confirmed events are on sale by all outlets
- Ticket distribution to outlets
- Cash handling, and using the correct procedures to record any cash or credit card sales

Qualifications for box office manager

- Must be able to frequently move freely about the office, hotel and casino, maintain manual dexterity to access computer via computer keyboard and operate office equipment, such as telephones, copiers, fax machine, , withstand various activities such as frequent walking, sitting for long periods and withstand prolonged standing, stretching, bending and kneeling without

- Be able to touch and handle supplies in a safe and non-hazardous manner, maintaining proper hygiene, cleanliness, and disposal methods
- Must have the ability to stand, sit, crouch, and bend throughout the course of daily activities
- Must be willing to submit to a criminal background check, employment check, and a drug test prior to employment
- A minimum education level of Bachelor of Arts/Sciences Degree (4-year Degree Required)
- Willing to undergo a post-offer criminal background check, employment check, and a drug screening examination prior to employment