

ASSISTANT FESTIVAL BOX OFFICE MANAGER 2019 Job Description

SIFF's mission is to create experiences that bring people together to discover extraordinary films from around the world. It is through the art of cinema that we foster a community that is more informed, aware, and alive.

OVERVIEW AND IMPACT:

Reporting to the Festival Box Office Manager, the **Festival Box Office Assistant Manager** assists with all aspects of ticket sales and management of box office staff and operations. This position helps supervise the Festival Box Officers

REPORTING RELATIONSHIP

- Festival Box Office Manager

PRIMARY SUPERVISORY RESPONSIBILITIES

Festival Box Office staff and volunteers

PRIMARY DUTIES & RESPONSIBILITIES:

- Assist with hiring, training, scheduling, and supervising Festival Box Office Staff
- Assist with the oversight of Box Office scheduling
- Assist with overseeing Luminare daily maintenance of ticket allocations
- Provide daily, weekly venue ticket reporting as requested
- Supervise paid and volunteer ticket sales staff
- Assist with overseeing festival pass creation, distribution, and tracking
- Coordinate box office and merchandise sales
- Assist with the management online ticketing, will-call, and reporting
- Assist with weekly reporting of payroll for box office staff
- Track and report of volunteer hours
- Attend Festival staff meetings representing the box office
 - Weekly operations department meeting
 - Daily SIFF leadership staff check-in
 - Ad-Hoc interdepartmental meetings
 - Periodic festival reporting to leadership
- Other duties as assigned

DATES OF EMPLOYMENT:

- April 16 – June 16, 2019

TO APPLY: Email letter of interest and resume to siffjobs@siff.net indicating the **Assistant Festival Box Office Manager** in the subject line.

SIFF is an equal opportunity employer. We seek to hire candidates that reflect the cultural diversity of our community. We welcome and encourage qualified candidates from all national, religious, racial and ethnic backgrounds, from all gender expressions and sexual identities, and from persons living with disabilities, to apply to become a part of our organization.