

BOX OFFICE SUPERVISOR

Position Overview:

The Box Office Supervisor is responsible for assisting the Box Office Manager with ticket prices, sales, orders, preparations, scheduling and subscriptions.

Essential Duties and Responsibilities:

- Generate daily sales reports
- Balance and reconcile operator reports and cash drawers
- Prepare daily deposits
- Train and supervise box office staff
- Address employee and customer concerns in timely and courteous manner
- Daily and monthly reconciliation of cash, credit cards, check revenue
- Maintain professional and organized work space, materials
- Disseminate even information to staff to include, new events, discounts, etc.
- Provide daily ticket counts to promoter

Skills and Abilities Required:

- Customer-centric
- Excellent written and verbal communication skills
- Ability to problem-solve and multi-task in a fast paced environment
- Detail oriented
- Available to accommodate a flexible work schedule
- Work well within a team environment

Computer Equipment and Software Requirements:

- Microsoft Office, Word, Outlook, Excel and Access

Please submit resume and salary requirements to:

Stephanie Santos, Box Office Manager
ssantos@ppacri.org