

Open position **Box office & ticketing manager**

Responsibilities

- Checkout management for events: assembling (where necessary) and setting up the workstation with computer and ticket printer, preparing reservation lists
- Ticket sales at the box office using online software
- Reservation management through a dedicated booking account
- Coordination with Transart office and external ticketing system operator
- Daily updates during the festival of the state of ticket sales

Prerequisites

- Utmost reliability and punctuality
- Experience in managing a box office and point of sale
- Experience with online ticketing software is preferred
- Knowledge of English, Italian and German (at least 2 at C1 level)
- Driver's license

Work period

September 2 to 29, 2024

- From Sept. 2 to Sept. 11: availability for office meetings to monitor reservations, and meetings with the team and ticket software manager
- Sept. 11 to Sept. 29: availability on festival days to monitor bookings and day-by-day box office at various event venues

Application deadline

To apply, send your CV and a brief presentation of your experience and suitability for the role to info@transart.it with the subject line 'Jobs_Box office & ticketing manager' by May 7, 2024 at 11am.