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**Title:** Box Office Manager

**Department:** Marketing and Communications Department

**Reports to:** Marketing & Sales Manager

**Line management responsibility:** Box Offices Sales Team

**Hours:** Full-Time role.

**Terms:** The Box Office Manager will be required to work in accordance with the programme of events therefore their working hours will vary in line with service needs. The role is a full-time permanent position subject to 6 month and 12month probation review periods coming with annual leave and pension benefits.

The Box Office Manager’s role is a pivotal role within the company. Their primary role is to lead and manage Box Office and Sales operations. They will be responsible for a wide range of duties including generating ticket sales, scheduling staff, monitoring and reporting on sales, income reconciliation, website integration in addition to managing general queries from the public and promoters.

**Section 1: Job Description**

**Responsibilities and Duties include but are not limited to:**

**General Duties**

* Manage the Box Office functions
* Liaise with Promoters/Co-Production Partners and Producers of incoming performances as needed and in turn upload all information on shows, ticket prices etc to the Databox Box Office system and UCH Website
* Supervise and manage the Box Office Sales Team. This includes preparing a roster of attendance, the submission of an accurate summary of staff hours to the Accounts Department and the organization and management of staff training as required
* Ensure the smooth and efficient running of the chosen ticketing software system operated by the company and of the hardware equipment in which the company has invested
* Liaise with the Backstage/Technical Manager of UCH to ensure that close co-operation exists between the technical requirements of incoming performances, and that the seats made available to, and put on sale for, the public to purchase are correct
* Liaise with the Marketing Department of UCH to ensure close co-operation exists between the advertising and promotion activities undertaken and enable the Box Office Sales team to have up-to-date information on each performance in order to advise the inquiring public.
* Support the Marketing Department on the promotion and activation of Friends and Corporate Memberships
* Maintain close contact with the company’s chosen I.T consultant regarding the effective operation of all computers and other hardware equipment on which the ticketing software runs and operates.
* Ensure all H&S matters pertaining to the Box Office and customer experience at UCH, and any other location managed and run by UCH, meet the appropriate standards outlined in the Company’s Health & Safety Procedures
* Attend seminars and training sessions as required

**Financial and Administrative duties:**

* Ensure that ticket sales on a daily basis are reflected and matched by the total takings by the Sales team
* Prepare weekly Box Office reports for the Director and report on bookings at staff meetings
* Responsible for Box Office income management – liaising at the end of each concert/show with Promoters and the Accounts Department to ensure reconciliation is correct and trouble shoot any issues or problems with payments as they arise
* Respond to other duties as requested by the Director

**Requirements:**

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| **Requirement** | **Essential/Desirable** |
| Minimum of 2 years’ experience in Box Office management or similar | Essential |
| Strong customer service experience | Essential |
| Ability to build and maintain relationships with key stakeholders | Essential |
| Proven ability to manage and motivate sales teams | Essential |
| Experience of managing cash/credit card transactions | Essential |
| Strong IT Skills with proven ability in managing complex systems | Essential |
| Excellent written and verbal communication skills, with emphasis on customer service. | Essential |
| A high level of proficiency in MS Word, Excel etc | Essential |
| The successful candidate should be highly motivated, flexible and discreet, be capable of working on his/her own initiative and as part of a team, as well as capable of working to established deadlines. | Essential |
| Proven ability to manage Box Office/ Front of House systems e.g. Provenue or similar | Desirable |
| Experience of working in an arts, music entertainment or similar background | Desirable |

Due to the nature of the role from time to time you may need to work outside your “office hours” and flexibility is important including weekends. It may be necessary to act in the role of FOH Supervisor for some performances.

Applicants are invited to send a CV and cover letter to:   
Marie Healy, Administration Manager, University Concert Hall, University of Limerick.

Please highlight that the position you would like to apply for is that of   
***Box Office Manager***

Tel: 061 20133113, E-mail: [Marie.Healy@uch.ie](mailto:Marie.Healy@uch.ie)

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