

Position: **Registration and Technology Administrator**
Reports to: Controller and CEO
FLSA Status: Exempt, full time
Revised date: January 20, 2025
Salary range: \$45,000 - \$55,000

Registration

- Manages all ticket sales and ticket sale platforms.
- Oversees registration platforms for competitive events
- Data base management for the Iceman Cometh Challenge including working with the wave assignment committee, transfer outs and registration.
- Works with vendors to order merchandise for various events and/or continues relationship with vendors that operate portions of our retail program
- Compiles and analyzes financial information to accurately set prices for tickets, merchandise and registrations with Controller
- Works with the Controller on POS systems and reporting in all our retail areas
- Works with the Controller and Marketing Director to ensure growth in income in registrations, merchandise and ticket sales

Technology

- Manage all technology hardware for the organization
- Assign technology as necessary across the organization and events
- Manage organizations software and compliance needs
- Work with outside technology contractors for tech needs
- Purchase new equipment for the organization as needed
- Work with necessary departments to set organization technology policies
- All other tasks as assigned.

Preferred Qualifications

- Minimum of bachelor's degree in a related field or related experience
- Proficient with Microsoft Office Suite and Outlook
- Experience with Adobe Office Suite Preferred
- Experience with CRM database
- Attention to detail and ability to multitask
- Proven professional communication, persuasion, presentation and customer service skills.
- Proven team-building skills, and the ability to work both independently and in a team environment.
- Holds festival and financial information confidentially; manages disclosure of data and information to others.

Physical requirements include mobility to travel to other locations; ability to speak, hear, stand, walk, climb stairs, sit, and manipulate (lift, carry, move) light to medium weights of 20 lbs. Visual acuity to use keyboard and operate equipment. Ability and willingness to work irregular hours, including holidays, as may be required by the position.