



Seasonal Assistant Ticket Office Manager

2024 Position Overview

The Assistant Ticket Office Manager supports the Ticket Operations Manager with all ticket sales activities and responsibilities to meet the objectives and goals of the Greeley Independence Stampede. Supervision is provided by the Ticket Operations Manager and the Greeley Stampede CEO.

Essential Job Functions

- Support Ticket Operations Manager's duties and responsibilities
- Use the ticket selling system to process orders, place seat holds, run reports, and print tickets
- Provide excellent customer service to guests including the ability to handle issues
- Help reconcile daily ticket sales
- Follow cash handling process
- Help hire, train, and manage seasonal ticket office staff
- Support general office duties
- Assist with event set up and clean up as needed

Minimum Qualifications

- Computer experience including Microsoft Office
- Oral and Written communication skills
- Ability to read, write, and speak English fluently
- Organizational and interpersonal skills
- Valid driver's license and reliable vehicle
- Customer Service experience
- Flexible schedule to fit the needs of event and peak times, including weekends and evenings

Preferred Skills

- Management experience
- Ticket system or box office experience
- Previous work or volunteer experience at the Greeley Stampede
- Customer service skills
- Experience handling high stress situations and fast paced environments
- Bilingual

Projected Work Schedule

10-20 hours a week February 1st-May
30-40 hours a week from May-June 21st
50+ hours a week June 26th-July 7th
10 hours a week July 5th- 8th

Approximately 20 hours of overtime is required during the event.

The Assistant Ticket Office Manager is a seasonal hourly non-exempt position. The position requires flexible scheduling!

Compensation & Benefits

- Hourly range: \$15.50-\$16.50
- Benefits: N/A

This job description is not intended to be all inclusive. Employee may be asked to perform other duties as needed to meet the needs of the organization and event.