



Job Title: Assistant Box Office Manager

Department: Box Office

Reports to: Box Office and Director of Finance

FLSA Status: Salary, Exempt

Summary:

Assist Box Office Manager in overseeing all aspects of the ticket operations.

Essential Duties and Responsibilities:

- Maintain and monitor the electronic ticketing system.
- Maintain and update the facility manifest.
- Manage event-ticketing operations to include coordinating with promoters and in-house departments, monitoring all points-of-sale, provide appropriate accounting information.
- Oversee all ticketing accounting regarding receipts, data entry, auditing reports, cash handling procedures, etc.
- Prepare final box office reports and event settlements when needed.
- Supervise all box office staff.
- Resolve customer service issues.
- Maintain positive public image. All other duties and responsibilities as assigned

Skill and Abilities:

- Bachelor's degree in business management, accounting, related field or comparable experience is preferred.
- Supervisory experience is essential.
- Prior ticketing experience helpful.
- Must be available to work hours as required by events.
- Cash Handling Experience is preferred.
- Excellent communication, interpersonal and organization skills required.

Working Conditions and Physical Demands:

- Background check required
- Position requires flexible schedule based on events with primarily evening and weekend hours. Position is not substantially exposed to adverse environmental conditions. Person must be able to climb stairs and walk long distances to access all seating. Ability to use computer keyboard and visual acuity to analyze data and figures also required.

To Apply:

Apply via Indeed.com or the [ASM Global Career Portal](#).

The essential responsibilities of this position are described under the headings above. They may be subject to change at any time due to reasonable accommodation or other reasons. Also,

this document in no way states or implies that these are the only duties to be performed by the employee occupying this position.

ASM Global is an Equal Opportunity/Affirmative Action employer, and encourages Women, Minorities, Individuals with Disabilities, and protected Veterans to apply. VEVRAA Federal Contractor.

Applicants that need reasonable accommodations to complete the application process may contact the Peoria Civic Center Human Resources at customerservice@peoriaciviccenter.com.