

Ticketing Manager Sought

Independent Theatre, one of Adelaide's leading non-professional theatre companies, requires a Ticketing Manager. He/She will assist and be trained by our current Ticketing Manager during the last two productions of 2010, and will take over the role in 2011.

In 2010 Independent Theatre purchased a web-based ticketing system called Seat Advisor Box Office (SABO). Everything to do with ticketing revolves around this system. For this reason, the Ticket Manager must be very comfortable using a computer, and will be SABO-trained.

With SABO, tickets can be purchased online, and the actual tickets printed at home. However, telephone bookings are also possible, and the Ticketing Manager will be responsible for taking and processing these bookings on SABO. The Ticketing Manager will also be responsible to handling ticket exchanges, using SABO.

This person must also ensure that the Box Office is staffed, for performances only, for each of the company's three annual productions. He/She may choose to run the Box Office personally, or may prefer to share Box Office responsibilities with other trained company members. Each production runs for 9 days, and they usually occur in April, July/August, and November. There are usually 9 performances per production.

The candidate should be a person who would be categorised as an "organiser", and has the following traits:

- likes to keep track of detailed lists
- is thorough in making sure that things are in order and run smoothly
- is comfortable working with numbers and money
- is comfortable and experienced using a computer
- is a "people person", as a certain amount of dealing with the public is required, either via telephone or at the Box Office

While the role of Ticketing Manager is not difficult, it is quite time-consuming, especially just prior to and during the three annual productions. For this reason, it probably doesn't suit someone who is working full-time, or who has major family commitments.

The rewards for this position, while not monetary, are:

- being an integral part of one of Adelaide's leading theatre companies
- experiencing the excitement of live theatre
- contributing to the Arts community

If you are interested in the Ticketing Manager position, or require more information, please contact Tom on 8272-4108 (after hours), or via email on email@independenttheatre.org.au.