

SYDNEY FESTIVAL POSITION DESCRIPTION

TICKETING OPERATIONS COORDINATOR

Salary: \$55,000 pro rata

Every January, Sydney Festival enlivens and transforms Sydney with a bold cultural celebration based on the highest quality art and big ideas.

The program is kaleidoscopic in its diversity, from burlesque circus to Chicago rap to Dutch theatre; from contemporary dance to family programs to traditional Indigenous arts practice. In all, the program comprises around 370 performances and around 100 events performed by over 700 artists in more than 30 venues each year. Inclusive programming, a broad range of free events and accessible pricing policies for the ticketed shows means that Sydney Festival is open to all, welcoming Sydneysiders and visitors from wherever they live.

Sydney Festival runs its own ticketing system (ENTA) and works closely with a number of third party ticketing agencies

Title	Ticketing Operations Coordinator
Reports to	Ticketing Manager
Contract length	4 October 2016 – 31 January 2017

PURPOSE

Management of the day to day running of the call centre and external box offices

KEY DUTIES

- Assist the Ticketing Manager in the management of external box offices and call centre in an efficient, customer-focused manner.
- Management and maintenance of the box offices including but not limited to restocking stationary, printed collateral and banking supplies
- Ensure that the call centre and box office provides excellent customer service to its patrons, escalating any specialised complaints/requests to the Ticketing Manager.
- Oversee all ticketing requests that come into the box office
- Staffing box offices at opening nights and other events where required
- Assist with ticket processing as required
- Assist Systems Coordinator with facilitating agent stop-sales for the Festival Village venues
- Liaise with Systems Coordinators regarding holds
- Oversee any reporting assistance for Front of House staff

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- Management of the access control system
- Effectively supervise and support box office staff in dealing with difficult and exceptional behaviors and circumstances
- Responsible for the reconciliation of all box office ticket sales
- Oversee banking the takings for the box office
- Administer and verify individual box office staff time sheets.
- Effective rostering of the box office and call centre, ensuring that staff levels are managed due to operational requirements
- Liaise with the Ticketing Manager for the ongoing training of customer service staff
- Ensure that the customer service staff have the knowledge, skills and abilities appropriate to the job requirements

SELECTION CRITERIA

- Previous experience in a supervisory ticketing role.
- Experience in supervising and guiding a team
- Sound Microsoft Excel skills.
- Excellent customer-service history and communication skills.
- Excellent interpersonal and negotiation skills
- Conflict resolution skills
- Capacity to work under pressure
- Capacity to work as part of a small busy team
- Demonstrated ability to adapt and remain flexible in a sometimes challenging environment

Applications should include your resume and a cover letter outlining the selection criteria.

Applications close at **5pm on Friday 12th August 2016** and should be emailed to tara.harding@sydneyfestival.org.au

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