



JOB POSTING BOX OFFICE MANAGER

POSTING DATE: *August 4, 2022*
REPORTS TO: *Vice President of Sales and Marketing*

We are seeking a dynamic leader of our Symphony Box Office team, preferably someone who has knowledge and expertise of the Tessitura database and e-commerce platform, and who leads and inspires by example.

As the largest performing arts organization in the Kansas City region, we sell tens of thousands of concert tickets each season with a smile! Providing top-notch customer service is something we strive for in every transaction. As Manager of Ticketing Services, you will...

- Hire, train, lead and schedule the entire box office staff (currently a staff of 4 and growing).
- Build and manage all Symphony events in Tessitura.
- Maintain thorough product knowledge and enthusiasm.
- Delegation of duties to accomplish all day-to-day tasks and special requests in a timely manner.
- Work with a variety of internal departments to help them with their needs.
- Support data management policies as part of a multi-organizational consortium, while making sure the needs of the Symphony are met.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

- Working on-site at the Symphony offices each weekday and overseeing box office operations in performance venues. Must be able to work varied hours – weekdays, weekends, evenings
- Working with the VP of Sales and Marketing to maintain accurate pricing of all concerts, including the implementation of dynamic pricing strategies, and inventory management.
- Accurate and timely fulfillment of all tickets and season packages sold.
- Makes sure that all customer service issues are handled to completion in a timely manner
- Can perform all ticketing functions, including basic ticket sales to complex and special ticketing requests, manage holds, etc.
- Is aware of the latest ticketing trends which includes technological capabilities
- Provides regular updates of box office activity to the VP of Sales and Marketing Director and other KCS management team members, as necessary
- Is able to pull complete and accurate lists from Tessitura when requested by management

EDUCATION, QUALITIES AND EXPERIENCE

- Bachelor's Degree preferred
- 4-5 years sales and/or customer service experience
- Classical music background as performer or patron
- Software knowledge (Tessitura, Microsoft Office, etc.)
- Advanced math and cash handling skills
- Superior verbal and written communication skills and excellent grammar
- Pleasing telephone manners and friendly, helpful personality when dealing with customers in-person

The Kansas City Symphony is an Equal Opportunity Employer. We encourage applications from all qualified individuals without regard to race, color, religion, gender, sexual orientation, gender identity or expression, age, national origin, marital status, disability, or veteran status.

REASONING ABILITY

- Tactful, discreet, AND calm under pressure
- Helpful and detail oriented
- Resolves issues completely
- Able to perform multiple tasks simultaneously, tasks which are in various stages of completion

PHYSICAL DEMANDS

- Sitting at the computer for several hours at a time
- Using a telephone headset
- Carrying boxes of supplies to various venues
- Able to work well with a team of box office staff members
- Able to tolerate a moderate level of noise and distraction

COMPENSATION

Annual salary of \$50,000 or more, commensurate with experience. The Kansas City Symphony offers a very rich suite of benefits including a PPO health insurance plan with dental and vision benefits, along with a 403(b) plan with employer match, disability insurance, and maternity benefits.

TO APPLY:

Please forward your resume and cover letter to Jeff Barker, VP of Sales and Marketing.

Kansas City Symphony

Attn: Jeff Barker

1644 Wyandotte Street

Kansas City, MO 64108

jbarker@kcsymphony.org

No calls, please

Proof of full Covid vaccination is required.

