

APOLLO

JOB DESCRIPTION

Job Title: Ticket Seller (PT)
Department: Box Office
Reports To: Box Office Treasurer
FLSA Status: Non-Exempt

Organization: The Apollo Theater is a commissioner and presenter; catalyst for new artists, audiences, and creative workforce; and partner in the projection of the African American narrative and its role in the development of American and global culture.

Position Summary: Ticket seller will handle all sales and distribution of tickets to the public via the telephone, remote outlets, electronic devices and mail and Internet transactions.

Essential Duties and Responsibilities include the following. Other duties may be assigned.

- To carry out ticket sales duties using the theatre's computerized booking system, conversing with the public in person and by telephone and ensuring constant attention to detail for a smooth and courteous transaction on all occasions.
- To maximize sales from groups, schools, organizations and general public
- To be fully informed and proactive in the marketing of the theater's products, services and facilities, looking to create sales opportunities whenever possible.
- At the end of each shift, to account for personal takings and reconcile these with computerized reports.
- To act as a point of reference for all enquiries concerning the activities of the theater, including: performances, education activities and workshops, etc.
- To respond to telephone enquiries for other departments within the theater and act as a reception point for the public areas of the building.

Qualifications: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, ability, and/or competency required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- The ability to handle cash and follow financial procedures so that all monies have been accounted for and are safely handed to the supervisor at the end of the shift.
- Computer literate
- Experience, tact and skill in dealing with the public
- Good oral and written skills
- Willingness to work flexible hours
- Experience of computerized ticketing systems
- At least two years' experience in a box office setting
- Archtics experience preferred

To apply, please send cover letter, resume and references to human.resources@apollotheater.org

Please note we are a union house and if hired, you will be required to contribute union dues.

The above job description is not intended to be an all-inclusive list of duties and standards of the position. Incumbents will follow any other instructions, and perform any other related duties, as assigned by their supervisor.