Manager, Ticket Office

Job Code 00001382

General Description
Responsible for overseeing the daily operations in the ticket office.

Examples of Duties
Manage ticket office staff.
Prepare bid specifications for athletics tickets.
Design ticket stock, office forms, signage and ticket order applications.
Plan and implement faculty/staff season ticket program.
Maintain ticket inventories.
Develop, manage and control an approved budget.
Establish and implement operating procedures for ticket sales operations.
Implement and maintain complimentary lists.
Coordinate and oversee the use of courtesy cars and university vehicles.
Assist in marketing and promoting the athletic department.
Perform other duties as assigned.

Knowledge, Skills, and Abilities
Knowledge of: University policies and procedures.
Skill in: Establishing rapport with others.
Ability to: Supervise and oversee the work of others; manage the affairs of the ticket office.

Experience and Education
To qualify for this classification, an individual must possess any combination of experience and education that would likely produce the required knowledge, skills, and abilities.

Other Requirements