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**