

Friday, September 30, 2016

Ticket Manager Opportunities for our Upcoming City Center Season

Company: Alvin Ailey American Dance Theater
Location: New York, NY

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Alvin Ailey American Dance Theater seeks has an opportunity for a seasonal Ticket Manager and an Assistant to work on its 2016 NY City Center season. Employment is from Oct 31, 2016 through Jan 6, 2017. Responsibilities include:

For the Ticket Manager, oversee the work of the Assistant Ticket Manager and Ticket Office Assistant , create reports and attend weekly sales meetings with senior staff.
At performances, be present in the box office lobby and resolve any ticketing-related issues
Serve as central clearing point for all departmental ticketing needs at Ailey, monitor departmental seat holds and releases & maintain accurate records of department house seats for each performance
Implement policies and procedures for Ticket Managers' office and management & operation of Ailey's internal ticketing process.
Other duties as assigned

The position commences in November and applicants will be required to work five days a week in November (off Thurs Nov 23 & Fri Nov 24 for Thanksgiving) and six days a week (off Mondays) during Ailey's City Center season which runs from Nov 30 to Dec 31. You must be able to work Christmas Day and New Year's Eve.

Required Skills:
Proven management & organizational skills
Attention to Detail
Ability to meet multiple deadlines in a fast-paced environment
Superb communication and customer service

Education/Experience:

2-5 years of experience working in a box office or other ticketing-related position
Knowledge of Tessitura and Salesforce software is a plus

To apply for this position please provide to marketingjobs@alvinailey.org:
Resume
Cover letter detailing your interest in this position at Alvin Ailey Dance Foundation, Inc.

DURATION

October 31, 2016 - January 6, 2017

HOW TO APPLY

APPLY BY EMAIL

Alvin Ailey American Dance Theater
405 West 55th Street
New York, NY, 10019
212-405-9097
www.alvinailey.org

For more information:
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[< back](#)

[previous listing](#) • [next listing](#)