

Friday, May 17, 2019

## Ticketing Manager - DF61

Company: Alvin Ailey Dance Foundation  
Compensation: Open

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### DESCRIPTION/RESPONSIBILITIES:

Alvin Ailey Dance Foundation, a not-for-profit organization based in New York City, seeks an experienced and motivated Ticketing Manager to join its External Affairs team and manage all aspects of ticketing for:

\* Alvin Ailey American Dance Theater, the world's most popular modern dance company. The Ailey company's annual performance schedule includes 5 weeks each winter at New York City Center, a 4-month North American tour from February to May, 1 to 2 weeks each June at Lincoln Center, and 4 to 8 weeks each summer or fall of international touring;

\* The annual 1- or 2-week New York City season of Ailey II, "The Next Generation of Dance."

Additional responsibilities include, but are not limited to:

- \* Oversee the work of a seasonal Assistant Ticketing Manager and other staff as needed
- \* At all NYC performances, be present in the box office lobby and resolve any ticketing-related issues
- \* Generate sales reports and participate in regular sales pacing meetings
- \* Other duties as assigned

### Skills/Qualifications:

- \* Proven ability to manage multiple projects in a fast-paced work environment
- \* A polished and mature disposition and the capacity to interact well with donors and other VIPs
- \* Highly-organized, detail-oriented and consistently accurate
- \* Excellent data management skills
- \* Superb written and verbal communication
- \* Excellent judgment and the ability to work well independently, and as a member of a large team

### Experience/Education:

- \* 3 to 5 years of experience working in a box office or other ticketing-related position
- \* Experience with ticketing databases required; knowledge of Salesforce and/or Tessitura preferred
- \* High comfort with Microsoft Office software, particularly Microsoft Excel
- \* Bachelor's degree preferred
- \* A passion for (or at least familiarity with) the performing arts; a love of dance is a plus

Start date: July 8, 2019

Compensation: Competitive salary with full benefits

No phone calls please.

To apply for this position, please use the following URL: [https://ars2.equest.com/?response\\_id=ee5c90af52a62063f3e92dbec8d4daab](https://ars2.equest.com/?response_id=ee5c90af52a62063f3e92dbec8d4daab)

Please have the following items:

- \* Cover letter detailing your interest in this position and salary requirements
- \* Resume or CV
- \* Contact information for two references

Alvin Ailey Dance Foundation is an Equal Opportunity Employer. Employment is based upon personal capabilities and qualifications without discrimination based on race, color, religion, creed, sex, sexual orientation, national origin, age, disability, marital status, veteran status, citizenship status, or any other protected characteristic as established by law.

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[< back](#)

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