

## BOX-OFFICE MANAGER JOB SPECIFICATION

Selection: Choice rests with the Production Secretary, for approval by the Executive Committee.

Responsibilities: To assist the Production Secretary in all matters relating to ticket sales.

### Duties of the Box-Office Manager

1. In connection with the forthcoming production to obtain from the Production Secretary and all necessary information  
e.g.
  - a) details of play or other type of production
  - b) Dates and times of performances, also technical and dress rehearsals
  - c) Venue and seating plan
  - d) Seat prices
  - e) Special seating requirements e.g. President, and other V.I.P's., Press, Senior citizens, handicapped children, etc .
  - f) Details of groups that book regularly
  - g) Details of selling-centres approved by the Executive Committee
  - h) Confirmation as to the Executive Committee's policy re priorities of ticket distribution  
e.g.
    - a) to members of cast and backstage staff
    - b) to Life Members, members and patrons of the Society
    - c) To to selling centres (allowing a fair allotment, of tickets)
2. To attend rehearsals for the purpose of ascertaining ticket requirements promoting and distributing tickets to members of cast and others concerned with the production.
3. To advise other members and patrons through the Newsletter or by letter regarding the production and arrangements for obtaining tickets.
4. To make contact with selling centres, passing to them their allocation of tickets together with a copy of the seating plan. To ensure that they display publicity indicating that tickets are on sale on the premises. (N.B. The Box-Office Manager is the main-spring of ticket selling and he has the important duty of checking that members and selling-centre are in fact selling tickets. It is necessary that he visit selling centres and attend rehearsals frequently for this purpose.
5. Selling centres should be informed that if members wish to draw on them for tickets for re-sale these should be paid for when collected)
6. To operate a system of recording ticket issues and returns and to account for monies received (N.B. It is Society policy to ensure that members who have received tickets for re-sale account personally to the box-Office Manager for all such tickets by payment, or by producing unsold tickets by date to be specified by the Box-Office Manager)
7. To make suitable box-office arrangements for performances and to staff the box-office from one half-hour prior to the commencement time of the performance.
8. To liaise with the Front-of-House Manager.
9. To report regularly to the Hon Treasurer regarding ticket receipts banked.
10. To ensure that all monies due are paid over to the Hon. Treasurer as soon as possible and by not later than a fortnight after the last performance.