

JOB DESCRIPTION

TICKET SALES MANAGER

JOB INFORMATION

Job Title: Ticket Sales Manager
Department: Marketing
Reports To: Sr. Director of Marketing
FLSA Status: Exempt

SUMMARY

This position solicits, monitors and manages Dallas Black Dance Theatre's ticket sales for performances, special events and fundraising activities to insure the success of DBDT's marketing and sales plan within the board approved budget objectives of Dallas Black Dance Theatre, Inc.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties and responsibilities may be assigned.

ESSENTIAL DUTIES:

1. Plan, coordinate and implement ticket sales strategies and campaigns for DBDT's Dallas season of performances to meet financial goals in annual budget.
2. Aggressively promote ticket sales, monitor marketing results and track and maintain database of contacts.
3. Solicit and sell DBDT tickets to performances including season subscriptions, single tickets, group sales and special promotional packages using on-site presentations and targeted outreach to corporations and community constituents.
4. Manage the overall operation of the ticket handling for DBDT including the ordering, sale, and accounting for all tickets sold for programs and events.
5. Coordinate handling and distribution of all DBDT complimentary and corporate ticket offers, community/promotional give-a-ways and in-house distribution for VIP customers, donors, etc.
6. Coordinate external Box Office sales reporting and inventory management processes and reporting with DBDT.
7. Develop short-term and long-term sales plan for audience development growth in conjunction with goals/objectives set by DBDT's strategic plan for marketing and audience development.
8. Plan, coordinate and implementation of sales plan for major fundraising events as designated by Board of Directors.
9. Work closely with the Sr. Marketing Director, Executive Director and Artistic Director to insure the coordination, integration and success of plans and activities implemented to conduct ticket sales for Dallas Black Dance Theatre.
10. Serve as principal contact with AT&T Performing Arts Center and ensure compliance with all service standards and contract provisions.
11. Assist with the collection and dissemination of marketing information as related to ticket sales and customer service goals.
12. Prepare ticket office reports or event settlements and assist DBDT Accounting in settlement with AT&T Performing Arts Center. Create reports to assist Sr. Director of Marketing and/or Executive Director in marketing and promotion decisions.
13. Handle complaints, ticket problems, and customer service issues in a professional and courteous manner.
14. Maintain and regularly update calendars, electronic messages and other ticket office information platforms with event information, sales dates, prices and times.
15. Manage patron and client satisfaction surveys, compilation and reporting.
16. Assist with e-blast design, scheduling, and graphic design under the direction of the Sr. Director of Marketing.

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QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty and responsibility satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

EDUCATION and/or EXPERIENCE

1. Bachelor's Degree preferred (Communications, Marketing, Advertising or Public Relations) and two years minimum related experience and/or training; or equivalent combination of education and experience.
2. Demonstrated knowledge of computerized ticketing systems; accounting and finance procedures including record keeping and reconciliation.
3. Experience utilizing Microsoft Word and Excel programs.
4. Experience with ticketing management systems (knowledge of Tessitura is strongly preferred).
5. Able to work flexible schedules including evenings, weekends and holidays.

SKILLS

1. Excellent verbal and written communication skills that include the ability to write effective business memos and correspondence.
2. Ability to effectively present information in one-on-one situations and make formal presentations to patrons, corporate and professional groups.
3. Excellent skills in customer relations and problem-solving.
4. Qualified applicants must be self-motivated, possess strong organizational skills and able to work independently.

WORK ENVIRONMENT

The work environment is fast-paced, dynamic, results-oriented, innovative, fun, and values responsibility and accountability.

Interested parties should send cover letter, resume and salary requirement with Ticket Sales Manager in the subject line to k.vogel@dbdt.com.

Principals Only. No employment agencies.
No phone calls please.