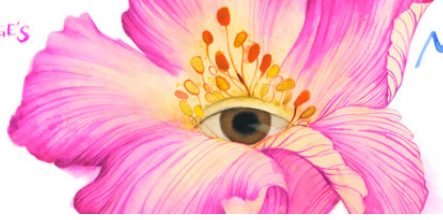




36th ANNUAL MIAMI DADE COLLEGE'S
MIAMI FILM
FESTIVAL



MARCH
1-10
2019



BOX OFFICE ASSISTANTS (8)

Type: Short-Term

Festival Runs: March 1 – 10, 2019

Box Office Assistants oversee the successful operation of all ticketing activity at Festival venues.

Responsibilities include:

- Learning Festival's ticketing system to manage in-person ticket sales and Will Call requests during the Festival
- Overseeing Festival ticketing operations at venue, including:
 - Working with in-house Theater Manager(s) to ensure that ticketing and theater operations remain seamless
 - Working with Ticketing Coordinator to ensure sufficient cash flow to cover daily sales
 - Working with Operations Department to ensure all equipment is running properly
- Managing Box Office daily set up and breakdown at assigned venue
- Providing patrons with appropriate information regarding Festival's program, ticket prices, and specific policies
- Submitting nightly revenue reports and communicating information to appropriate team members
- Assisting with miscellaneous Box Office projects, as directed

Emphasis will be placed on creating a top-notch guest experience and managing a highly organized ticketing system. Candidates will demonstrate a commitment to excellent customer service for all guests, problem solving, a high degree of accuracy with detail-oriented information, and discretion with sensitive information. Proficiency in Excel required. Experience with ticketing software or box office work preferred. English/Spanish bilingualism a plus.

Must be able to attend Festival's a training/orientation session taking place prior to March 1, 2019.

To apply, please email resume and cover letter to michelle@miamifilmfestival.com