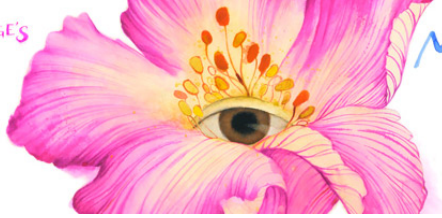




36th ANNUAL MIAMI DADE COLLEGE'S
MIAMI FILM
FESTIVAL



MARCH
1-10
2019



TICKETING COORDINATOR

Type: Seasonal, Part-Time (Three Times a Week + Ten Festival Days)

Position Runs: January 9 – March 13, 2019

Ticketing Coordinator is responsible for mobilizing the Festival's ticketing system before and during the Festival.

Responsibilities include:

- Learning the Festival ticketing software and becoming familiar with the appropriate hardware
- Fulfilling all incoming ticket orders from filmmakers, industry members, sponsors, VIPs, MDC employees, and their guests according to Festival policy and procedures
- Working with Operations to train all Box Office Assistants
- Overseeing and managing Box Office cash flow at all venues during the Festival
- Assisting with ticketing troubleshooting at Festival venues, when needed
- Generating reports, as needed

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.

Extended hours and weekend work will be required leading up to and during the Festival.

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