



# MOAB MUSIC FESTIVAL

*music in concert with the landscape*<sup>™</sup>

## **Job Title: Box Office Manager, Marketing Coordinator and Administrative Assistant**

Primarily responsible for all Festival ticketing and box office functions, the coordination and carrying out of Marketing plan, and general office operations. In addition this position will perform a wide variety of daily administrative, support and financial functions requiring frequent contact with the public. This position also requires a person with integrity, confidentiality, and a positive and outgoing personality.

### **Primary Areas of Responsibility:**

#### **Box Office Manager**

- Manage and execute all aspects of Festival ticket sales including management and operation of online ticketing system (Tix.com), complimentary ticket program, ticket donations to other organizations and all tracking and reporting.
- Serve as primary point of Festival interaction with patrons (in-person, email, and phone).
- Contact donors to distribute benefits.
- Manage internal information system: patron/donor/volunteer database (MS Access) and Tix.com.
- Track and print thank you letters/acknowledgements for donations.
- Train Box Office volunteers.

#### **Marketing Coordinator**

- With Executive Director, and guidance from the Artistic Director and board marketing committee, set overall marketing goals for the year.
- Buy and schedule advertising as outlined in Marketing Plan, as well as make additions to community calendars and free listings.
- Work with creative team to produce and promotional materials through production, submission, and impact. This includes print, digital and social media.
- Track ticket sales, and create robust reports on a weekly, monthly, and annual basis.
- Implement promotions, create an upselling program, and collect, analyze, and use data.
- Conduct audience surveys and other research, as needed, to inform strategy and tactics.
- Work with all staff and outside vendors to keep website updated as needed and instructed.

#### **Administrative**

- Coordinate with the Executive Director to update office documents and board materials.
- Participate in planning, managing and hosting special events.
- Process accounts receivable and follow up communication with relation to receivables.
- Share responsibility with other staff for maintaining and updating Festival office calendar and deadlines.
- Perform a variety of routine office tasks and operations, including data entry, filing, proofreading, etc.
- Schedule office cleaning.
- Purchase office supplies and other Festival supplies as instructed.
- Provide multi-task support to Festival Executive Director, Festival Board and Board Committees as needed.
- Attend scheduled Board Meetings throughout the year.
- Other duties as assigned.

### **Knowledge, skills, and experience desired:**

- One year minimum related experience, preferably with a performing arts organization. This is an entry level position.
- Strong attention to detail and ability to meet deadlines.
- Collaborative team player willing to go the extra mile.
- Must be a problem solver and know when to take initiative.
- Must have a valid driver's license and have access to a vehicle.
- Knowledge of Adobe Creative Suite a plus.

Send resume and cover letter to Laura Brown, Executive Director at [jobs@moabmusicfest.org](mailto:jobs@moabmusicfest.org). No phone calls please.