

# Union County Performing Arts Center

## **Box Office Manager**

Immediate Supervisor: Reports to the Executive Director

Job Summary: The Box Office Manager must oversee all aspects of box office operations including: collaboration with the Executive Director in the hiring of Box Office Associates (BOA); training of BOA's including the knowledge and implementation of UCPAC accessibility services ensuring ADA compliance. Duties also include: customer relations, oversight of staffing requirements and assignment of duties for both regular daytime box office hours and performance shifts; monitoring of cash and credit transactions; generation of sale reports for both the CFO and outside presenters including communication with said presenters and UCPAC management regarding ticketing procedures and receipt reconciliations. In coordination with other senior staff: monitor contract stipulations; manage seat inventory and maintain UCPAC patron data. Skills, Knowledge and Abilities: knowledge of professional practices, procedures and techniques of box office procedure and staff management. Bachelor's Degree preferred. Two-plus years of experience in performing arts box office sales preferred. Salary commensurate with experience.

Please send resumes to [jobs@ucpac.org](mailto:jobs@ucpac.org)