

CHIPPING NORTON CHORAL SOCIETY

JOB SPECIFICATION – TICKET SECRETARY

RESPONSIBLE TO:

Chairperson and Musical Director

RESPONSIBLE FOR:

The management and administration of ticket sales for concerts as appropriate

MAIN TASKS:

1. Coordinating with relevant committee members on the preparation of all concert tickets - numbers available for the venue and prices
2. Liaison with website manager for tickets to be listed on the CNCS website
3. Keeping some physical tickets to sell to choir members and public who prefer not to use the online process
4. Monitoring the website and tracking ticket sales - reallocating tickets as appropriate
5. Maintaining an updated 'returns' system to keep track of ticket sales and returns. Liaising with the Treasurer to action refunds if required
6. Providing information to the Concert Venue Manager in relation to ticket sales and likely audience size
7. Checking/collecting and/or selling tickets at the concert having prepared any 'reserved' sold tickets for collection at the door

As at 10 January 2021