



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**
- 2. Distributing all tickets to Society members at an agreed date prior to a concert**
- 3. Distributing tickets to agreed sales outlets and the collection and/or invoicing of monies**
- 4. Developing and maintaining an updated 'returns' system to keep track of ticket sales and returns**
- 5. Allocating proforma dockets/slips/envelopes to all Society members to record all sales and no-sale returns**
- 6. Collecting all ticket monies and re-distributing unsold tickets as required/needed**
- 7. Checking website ticket sales**
- 8. Providing information to the Concert Venue Manager in relation to ticket sales and likely audience size**
- 9. Checking/collecting and/or selling tickets at the concert having prepared any 'reserved' sold tickets for collection at the door**
- 10. Assisting the Concert Venue Manager as appropriate during rehearsals and final performance**