



Theater Box Office Manager

Job ID: 1332

Location: Cutler Bay, FL, United States

Category: Sales

Salary: \$56,693 - -\$95,334 per year

Job Views: 21

Zip Code: 33189

Employment Type: Full time

Posted: 01.31.2020

Job Description:

The South Miami-Dade Cultural Arts Center, located in the Cutler Bay, Florida, is seeking an experienced Box Office Manager.

Requirements:

Bachelor's degree in Business, Marketing, Communications, Public Relations, Theater Management or related field. Two years' experience in event sales, customer service or administration of a performance venue; and two years' experience of computerized box office ticketing is required. Additional experience in box office management may substitute of the required education on a year-to-year basis.

Benefits:

Miami-Dade County provides a comprehensive and competitive benefits package that supports you and your family. Full medical, dental, vision, deferred compensation, legal services, disability insurance, leave of absence, group term life insurance, pension plans, and 401k plans.

Minimum Qualifications

- Minimum of 5 years of progressively responsible experience in event sales, customer service and administration of a performing arts facility or theater.
- Bachelor's degree of Business Marketing, Arts/Sciences, Communications, Computer Science, Public Relations, Theatre Management or a related field.
- At least three years of box office experience utilizing computerized ticketing software is required.
- Position requires the ability to accommodate a flexible schedule, including evenings, weekends, and holidays, as well as being able to perform in a fast paced, dynamic work environment.
- Proficiency with Microsoft Office including Word, Excel, Outlook, PowerPoint and other Windows applications required

This is highly advanced and specialized work requiring considerable independent decision-making in regard to the management of ticketing and patron services for the South Miami-Dade Cultural Arts Center (SMDCAC). Designed by world-renowned [Arquitectonica International, Inc.](#), the SMDCAC includes a 966 seat state-of-the-art Theater Building, a separate Activities Building, and an outdoor promenade leading to a gently sloping lawn for outdoor concerts and festivals along the Black Creek Canal. SMDCAC hosts over 250 ticketed events annually, and numerous non-ticketed community events.

Preferred Qualifications

- Good problem solving and strategic thinking skills.
- Ability to prioritize, identify critical issues and work towards results
- Proficiency in Adobe Illustrator or similar Scalable Vector Graphics (SVG) programs

Job Requirements:

Applications must be submitted on-line at:

www.miamidade.gov/jobs * job# 58376 * no later than 2/15/2020.

Questions: Contact Mrs. Tiffany N. Lofton (Theater Administrator-HR) 786-573-5317