



CavendishBeachMusic.com

PO BOX 242, WINSLOE, PRINCE EDWARD ISLAND C1E 1Z2
TEL: **902.892.5647** FAX: **902.566.9270**

Ticketing Coordinator - Summer Student Position returning to school

\$14/hour based on 40 hours / week

May - August

Job Summary

The Ticketing Coordinator will be responsible for the overall ticket fulfillment and reporting for the Cavendish Beach Music Festival.

Job Responsibilities

- Develop the 2018 ticket distribution plan with Vice President
- Liaise with ticketing provider
- Configure event shopping carts, ticket types and inventory
- Set-up process for all complimentary tickets i.e. contests, sponsors, owners, etc.
- Customer ticketing support and orders
- Manage shopping carts on forecasted high volume days: pre-sale, on-sale, announcements, price changes, etc.
- Set-up and manage any promocodes, affiliates or partner ticket discounts
- Fulfill sponsor, corporate box and other ticket orders
- Work with Marketing Coordinator to consolidate marketing data with ticketing data to evaluate marketing campaigns
- Develop reports for senior management
- Set up users and administrative privileges for each user
- Monitor ticketing system for efficiencies
- Train box office staff
- Supervise box office staff at outlets and at festival box office during the event
- Other duties as required to assist in Whitecap Entertainment ticketing strategy

Applications accepted until April 5th.

Please send cover letter and resume to Kim Doyle

kim@whitecapentertainment.com



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