



TITLE: Marketing & Box Office Assistant

REPORTS TO: Marketing & Box Office Manager

SUMMARY: The Marketing & Box Office Assistant will provide administrative support to the Marketing & Box Office Manager by helping with day-to-day box office operations and by assisting with project-based marketing initiatives. Other tasks assigned as needed.

The Marketing & Box Office Assistant will be asked to:

- Process ticket orders by mail, phone and in person
- Answer main office telephone system, transfer calls, take messages
- Maintain and update patron ticketing database as needed
- Prepare front of house materials for concerts
- Assist box office at concert venues (includes some evenings and weekends)
- Maintain press kit supply and keep press archive book up-to-date
- Assist with research for project-based marketing initiatives
- Coordinate mailing of marketing materials for upcoming concerts
- Distribute posters and postcards to local businesses
- Complete general office duties such as typing, filing, photocopying, faxing, mailing
- Keep office in an orderly and clean fashion
- Perform other duties and responsibilities as requested, including running errands

QUALIFICATIONS:

- Appreciation for music and the arts; music history knowledge a plus
- Good customer service skills and good demeanor on the phone
- Some college preferred
- Excellent organizational skills (oral and written) and the ability to excel at details and multi-tasking
- Experience with software programs such as MS Word and Excel
- Car and valid drivers license (carpooling to concert venues can be arranged)
- Willingness to be flexible and to possibly work long hours on concert days

WAGE:

This is an hourly, as needed position and pays \$10 per hour. Work will start in early to mid-September.

Interested candidates should send a cover letter, résumé and two references to Erica Wareham at ewareham@apollosfire.org or 3091 Mayfield Road, Suite 217, Cleveland Heights, OH 44118 by August 26, 2009.

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