

Cawthorne Choral Society

Role Description: TICKETS SECRETARY

PURPOSE

To assist the Chair and committee in the coordination of activities required to achieve the objects/purpose of the Society as set out in its Constitution document.

To organise the distribution and sale of concert tickets and to account for the monies received to the Treasurer. Also responsible for audience seating, organising front of house volunteers, and VIP/Patron invitations.

KEY RESPONSIBILITIES

1. To coordinate ticket sales via choir members, local shops and Eventbrite usually starting 5-6 weeks before the concert. Also, to deal with telephone sales.
2. To administer the sale of tickets via the Society's members, keep records of ticket number sold to whom and of cash or cheques received.
3. To send complimentary tickets as required to Patrons and Soloists and other VIPs.
4. To label benches/individual seats for Patrons and VIPS on day of concert and ensure removal at the end of the concert.
5. Recruit and instruct Front of House team on procedures required to collect and/or sell tickets on the door and provide Concert programmes on entry.
6. Provide a float for tickets sales on the door ensuring this is moved to a safe place during concert.
7. To prepare a summary of tickets sold and balance this to monies received and give this to Treasurer together with any amounts requiring banking.