Ticket Secretary

# General Duties

* Attend committee meetings
* Keep committee informed of ticket sales
* Liaise with Chairman and reserve tickets for Chairman’s party as required
* Issue other comp tickets or send authorising email to box office manager as appropriate
* Attend rehearsals regularly to encourage advance booking and report on ticket sales to cast and production team
* Keep CODS ticket line mobile answer phone message up-to-date and respond accordingly (Choir concert only if online booking is not in place)
* Have awareness of safety regulations for both theatres
* Respond to queries as appropriate

# Everyman

* Liaise with Chairman, Treasurer (finance sub-committee) to ensure ticket prices/ bands are finalised before advertising
* Liaise with box office manager to ensure press comps and civic night comps are reserved
* Maintain contact with box office manager and respond to request for information as appropriate
* Request a weekly report of ticket sales from the Box Office manager and keep committee informed
* Keep record of sales for comparisons

# Playhouse

* Liaise with Chairman, Treasurer (finance sub-committee) to ensure ticket prices/ bands are finalised before advertising
* Request a weekly report of ticket sales from the Box Office manager and keep committee informed
* Ensure Front of House manager is aware of special parties ie: Chairman’s party, NODA rep, etc
* Keep record of sales for comparisons

# Choir Concert

* Ensure online ticket sales are set up and information on the CODS website is correct
* Request comps as appropriate from Box Office manager
* Obtain ticket sales information weekly and keep committee and choir manager informed
* If online booking is not available (eg: church concert), arrange for the printing of tickets for the venue
* Liaise with the publicity manager to ensure booking process is advertised
* Manage CODS ticket line mobile phone and ensure the answer phone message is correct
* Take ticket orders over the phone and keep records accordingly, sending via post as required
* Sell tickets at the choir and show rehearsals
* Manage the monies from the ticket sales and give to the treasurer, keeping accurate records of the ticket sales
* Present any receipts to the treasurer for reimbursement of expenses