



Position title: Business/ Box Office Manager

Accountable to: Operations Manager

Status: Non- Exempt

Position description:

Business/ Box Office Manager is responsible for the daily financial activities at The Barn Theatre. This person manages the operations of the Box Office and Concessions areas.

Minimum Requirements:

- AA/AS in accounting or bookkeeping and/or 2 years of previous experience
- Strong oral and written communication skills
- Ability to work independently with minimal supervision
- Competency in office management software (QuickBooks, Microsoft Office, Excel, Email)

Essential functions and responsibilities:

Box Office:

1. Maintain a record of tickets sold in the box office by date and production
2. Manage the online ticket sales:
 - a. Print out the Vendini sales emails (sold tickets)
 - b. Prepare tickets that have been sold (name, date, amount, etc.)
 - c. Prepare information in Excel for bank reconciliation
 - d. Verify online with Bank that Vendini payments have been received in account
3. Manage the credit card ticket sales:
 - a. Reconcile the credit card settlement with credit card transaction receipts
 - b. Complete the daily reconciliation of credit cards form
 - c. Maintain records in files/binders
4. Purchase necessary Box Office supplies including tickets
5. Maintain an accurate account of season ticket sales, gift certificates sales and box office sales.
6. Manage Box Office:
 - a. Prepares the starting cash
 - b. Reconciles funds/invoices from productions

Concessions:

1. Prepares concessions for performances and events
 - a. Prepares the starting cash
 - b. Maintain inventory of supplies (pop, water, wine, beer, candy)
 - c. Process funds from sales from performances & other events

Volunteers:

1. Organize recruitment and training of volunteers for box office duties.
2. Assist Operations Manager with development /promotion of volunteer opportunities within the organization
3. Maintain accurate records and provide timely statistical reports on volunteer participation.

Financial:

1. Prepare a deposit summary and maintain records of transactions
2. Assist with monthly bank reconciliation and maintain related files
3. Assist with the preparation of the annual budget and any adjustments (data entry, reports, etc.)

Administrative:

1. Pick up the mail from the Post Office
2. Maintain an accurate account of all donations, sending thank you and tax information to donors.
3. Answer phones, email and mail on behalf of the organization

Board and Committees:

1. Assists in the preparation of monthly reports for the Board of Directors and/or the Finance Committee meetings
2. Other duties as assigned