



## POSITION DESCRIPTION

<b>Job Title:</b>	Casual Ticketing Sales Assistant
<b>Job Type:</b>	Casual fixed-term contract
<b>Location:</b>	Darwin, Northern Territory
<b>Department:</b>	Ticketing
<b>Reports to:</b>	Ticketing Manager
<b>Remuneration:</b>	In accordance with the LPA Award
<b>Engagement:</b>	Round 1: Tuesday 19 June to Sunday 26 August 2018 Round 2: Saturday 4 August to Sunday 26 August 2018
<b>Date Prepared:</b>	April 2018

### SUMMARY

Darwin Festival is an annual 18-day multi-arts festival. It is the Northern Territory's largest annual arts and cultural event comprising of local, national and international works.

### ROLE DESCRIPTION

Casual Ticketing Sales Assistants will support and assist the Ticketing Manager, Ticketing Assistant Manager, Ticketing Coordinator and Ticketing Supervisors in the successful and professional delivery of ticketing services for the Darwin Festival. Casual Ticketing Sales Assistants will work across the Festival's telephone and onsite ticketing outlets using the Festival's ENTA ticketing database.

Casual Ticketing Sales Assistants are directly supervised by the Ticketing Supervisors, receive direction from the Ticketing Assistant Manager and Ticketing Coordinator, and report to the Ticketing Manager.

This position is ultimately responsible to the Chief Executive Officer.

## KEY RESPONSIBILITIES

### 1. Ticketing Operations

- Undertake counter and telephone ticket sales and assist in fulfilling postal orders
- Ensure the Darwin Festival Box Office provides excellent customer service at all times and assist members of the public to engage with the Festival
- Ensure hardware or software faults are immediately communicated to a supervisor

### 2. Financial Operations

- Cash handling and reconciliation of till balances
- Operating EFTPOS payment devices and ensuring transactions are processed accurately

### 3. Communication

- Work collaboratively with all members of the Darwin Festival team to ensure open and clear communication channels are maintained for sharing information
- Participate in staff meetings when required

### 4. Occupational Health, Safety and Welfare

- Participate in risk assessments and site inductions as required
- Adhere to best practice WHS management and operating procedures

### 5. General

- Attend Festival events and functions as required
- Other duties as directed by the Ticketing Manager, Ticketing Assistant Manager, Ticketing Coordinator, Ticketing Supervisors or CEO

## KEY RELATIONSHIPS

### Internal Relationships

Casual Ticketing Sales Assistants assist the Ticketing Manager, Ticketing Assistant Manager, Ticketing Coordinator and Ticketing Supervisors in the professional and efficient operations of the Darwin Festival Box Offices.

### External Relationships

Casual Ticketing Sales Assistants maintain positive relationships with the general public.

## KEY COMPETENCIES

### Accountabilities

- Demonstrate professional ticketing services for Darwin Festival
- Demonstrate positive, friendly and efficient customer service
- Demonstrate accuracy across financial transactions
- Demonstrate adherence to the Darwin Festival Finance Policy & Procedures as well as other organisational policies and procedures
- Deal with internal and external stakeholders professionally at all times to uphold, enhance and further the professional profile of Darwin Festival
- Demonstrate excellent verbal and written communication skills, and participate as a team player with a positive, collaborative and inclusive attitude

## ESSENTIAL SELECTION CRITERIA

- Excellent customer service skills
- The ability to work in a small team and to demonstrate initiative
- The ability to multitask in a busy environment under pressure while responding to a variety of demands from customers and colleagues
- Good computer skills
- Cash handling and reconciliation experience
- Previous box office experience in a festival environment desirable

## APPLICATION PROCESS

Interested applicants should submit a CV and a cover letter addressing the section criteria and qualifications, experience and skills to [contact@darwinfestival.org.au](mailto:contact@darwinfestival.org.au)

For inquiries, please contact Miriam Scapin, Festival Administrator, on (08) 8943 4200.

Applications close on Monday 21 May 2018 at 5.30pm (ACST).