



Position Announcement

Box Office Manager, Full Time (Non-Exempt)

Reno Phil
Reno, Nevada

Organization: The Reno Phil is currently in its 50th season of serving the greater Reno-Tahoe region. The Phil is the largest performing arts organization in Nevada. The professional orchestra performs a season of six classical concert pairs, 8 Young People's Concerts, holiday concerts and several summer pops and fundraising concerts. The Association also supports a symphonic chorus, four Youth Orchestras and several educational and engagement programs including Discover Music, RPA Kids and The Lullaby Project.

Duties: Focused on patron experience, the Box Office Manager is responsible for day to day ticketing and receptionist operations of the Reno Phil including all concert operations at the Phil events. The Box Office Manager will ensure a hospitable, smooth and efficient operation. Responsible for programming and monitoring the PatronManager ticketing system, tracking daily sales and deposits, ticket account management and fulfillment. Provides the highest level of customer service to all guests, vendors and clients.

Qualifications:

- Must be able to work well independently and possess conflict resolution skills
- Excellent verbal and written communication skills required
- 3+ years of customer service required
- Candidate must be able to successfully handle multiple priorities
- Proficiency with Microsoft Office including Word, Excel, Outlook, PowerPoint and other Windows applications required
- Position requires the ability to accommodate a flexible schedule, including evenings, weekends, and holidays
- Bi-lingual candidates (fluent in English and Spanish) preferred
- Background in the performing arts and/or non-profit organizations preferred
- 4 year degree preferred

Compensation: Commensurate with qualifications and experience.

Application: Please send letter of application, resume, salary requirements and references by Friday January 4, 2019

Box Office Manager Opening
Reno Philharmonic
925 Riverside Dr., Suite 3
Reno, NV 89503
or via e-mail to eklatt@renophil.com

No phone calls please