



## **Box Office Manager**

The Greenwich International Film Festival is seeking a Box Office Manager to join our growing non-profit organization. This position functions to help support the Festival's goals and objectives in a fast paced, hands on, environment. This is a paid position for the period of May 4<sup>th</sup> through June 10<sup>th</sup>, 2015.

The Box Office Manager, under the supervision of the Festival Event Director will coordinate Box Office operations for the inaugural Greenwich International Film Festival, which will take place June 4 to 7, 2015. The Box Office Manager will be primarily responsible for overseeing all ticketing operations both before and during the Festival.

### **DUTIES AND RESPONSIBILITIES:**

- Oversee the processing of ticket orders via internet, phone and fax for general public and Friends of Visual Communications members
- Work with the Events Producer to fulfill ticket requests from sponsors, artists, community co-presenters and special guests
- Assist Festival attendees and fulfill ticket orders during Festival Week
- Train Box Office Associates and temporary volunteers on the Festival ticketing system
- Coordinate with all venue box offices Festival policies and procedures
- Aid in the creation of periodic Box Office reports

### **QUALIFICATIONS:**

- Able to work independently, efficiently and under deadline pressure
- Excellent communications skills
- Detail-oriented, organized, motivated

**TO APPLY:** Please send a resume and cover letter to Ginger Stickel, Chief Operating Officer at [ginger@greenwichfilm.org](mailto:ginger@greenwichfilm.org).

**BACKGROUND INFORMATION:**

The Greenwich International Film Festival (GIFF) is a non-profit organization that will celebrate the art of film in Greenwich, CT, June 4<sup>th</sup> through 7<sup>th</sup>, 2015. The Festival's mission is to provide filmmakers with an effective platform to showcase their work with the goal of finding financing and distribution. Additionally, GIFF will harness the power of film to serve the greater good by supporting an important cause, UNICEF.

Please contact Ginger Stickel at [ginger@greenwichfilm.org](mailto:ginger@greenwichfilm.org) or 203-717-1800 for more details.