



BOX OFFICE OPERATIONS INTERN JOB DESCRIPTION

About Global Spectrum:

As the fastest growing venue management firm in the world, Global Spectrum provides innovative leadership for public assembly facilities, including arenas, civic and convention centers, stadiums, ice facilities, equestrian centers and theatres looking to privatize. As a subsidiary of Philadelphia based Comcast-Spectacor, Global Spectrum also operates two other businesses, Front Row Marketing and Global Spectrum Asia, Ltd. In addition to Global Spectrum, Comcast Spectacor maintains ownership of the Philadelphia Flyers (of the NHL), the Wells Fargo Center, the Wells Fargo Complex, and Comcast SportsNet.

Summary:

Coordinate, implement and work on projects that will contribute to the successful operation of the Box Office for the event season at the Augusta Entertainment Complex (James Brown Arena and William B. Bell Auditorium). Assist the Director of Box Office Operations in completing tasks necessary for day to day operations as well as preparing for upcoming events. This is a unique opportunity to learn what goes into successfully operating multiple box offices.

Reports to: Director of Box Office Operations and Assistant Box Office Manager

Requirements:

- Know how to effectively use the internet for research
- Strong writing and communication skills
- Working knowledge of Word, Excel, PowerPoint, Photoshop a plus
- Must be assertive, outgoing, creative, hard-working, resourceful, independent thinker who is greatly interested in working in the Sports/Entertainment industry
- Must be rising college junior or senior seeking an internship to satisfy a college credit requirement (Internship is unpaid, and housing/transportation are the Interns' responsibility)

Job Duties:

- Learn to report accurate financial accounting and documentation of ticket revenue
- Learn how to coordinate end of day bank deposits and prepare daily settlement reports
- Learn how to reconcile financial settlement with promoters at the conclusion of events.
- Learn how to implement part time seller training, scheduling, supervision and payroll.
- Learn the maintenance of events in Paciolan ticketing system.
- Learn to provide professional customer service to patrons and clients.
- Learn the basics of ticket sellers role in the Box Office.
- Extensive weekend and evening work required.

To apply:

Please send your resume to Brian Martin at bmartin@arccc.com or Scott Montgomery at smontgomery@arccc.com