



JOB DESCRIPTION

Title: Tickets Chair
Tickets Co-Chair

Goal: These positions are flexible prior to the house opening and generally can be done at any time of the day. When the house opens, is it important for both members to be at the house to be certain systems are working correctly and that there are always enough tickets available to be sold. A computer and ability to use spreadsheet programs are helpful.

Duties:

- Works with the Executive Committee to establish the price of tickets and gift certificates
- Designs the tickets and gift certificates and arranges for printing with Buffalo News
- Establishes a record keeping system
- Works with the Show House Treasurer to set-up systems
- Drafts an informational sheet to be given to League members discussing requirements and procedures regarding ticket sales
- Distributes tickets to Active members
- Works with Public Relations and Sneak Peek to promote gift certificates
- Works with the Executive Chair to design gift certificate and ticket advertisements that the News will use
- Works with the Executive Chair to establish a relationship with a ticket outlet partner
- Sells gift certificates at all appropriate general meetings
- Attends all Steering Committee meetings
- Sets-up a ticket bank or some other accommodation for League members
- Sets-up a post office box
- Regularly checks the post office box
- Mails gift certificates and /or ticket orders
- Makes bank deposits
- Works with the Executive Chair to design a ticket/attendance tracking form to be used when the house is open

Time Involvement:

- Steering Committee meetings
- Tickets Committee meetings

Experience:

Would suggest this position for a member who has strong organizational, communication and people skills.