

## DUNSTABLE REP THEATRE CLUB

### MEMBERSHIP AND BOX OFFICE MANAGER - JOB DESCRIPTION

- Update online Application Form at end of previous season. Add bank details to online application form and any other agreed changes
- Liaise with Publicity and Communications Secretary to ensure members are informed of new application form
- Check bank to ensure payments are made
- Update membership spreadsheet on receipt of payment
- Send welcome letter and membership number once membership is updated
- Update TicketSource with current membership date
- Pass cheques and cash to Treasurer having entered then onto the iZettle system
- Check that all cast members have joined as Full Members once their parts have been confirmed
- Set up forthcoming plays on Ticket Source
- Block out all season ticket seats for first play of coming season
- Carry Box Office phone and deal with customers enquiries
- Exchange tickets for members when requested
- Communicate with ticket holders via TicketSource when required
- Purchase and send out Season Tickets once members have paid
- Man Box Office during the run of play with help from Assistant
- Print out Front of House report for Front of House manager to enable all attendees to be marked off.
- Print out Reservations report when appropriate
- Take in-person membership renewals or new members if required when manning box office. Enter all transactions via iZettle

- Train Assistant to ensure they are familiar with the role and can step in when needed
- Work with other committee members and directors to make sure all information is correct