



Bellingham Bells Ticket Office Coordinator

The Ticket Office Coordinator will manage the Bells' day-to-day ticket operations. Responsibilities may include, but will not be limited to, the following:

- Manage ticketing hardware and software system
- Train & supervise additional staff in ticket office
- Perform all duties related to the sale of game-day, group and season tickets including but not limited to advance sales, box office transactions, phone orders and will-call
- Reconcile daily sales with cash and charge card reports
- Ensure proper use of Bells accounting guidelines and cash management procedures to open and close the ticket office on a nightly basis
- Maintain web-based ticket sales site, review for accuracy, and updated information as needed
- Be aware of all current and future events at the ballpark
- Assist in developing procedures and policies for ticket operations and staff as needed
- Responsible for working evenings and weekends
- Perform other duties as assigned
- Will report directly to Bells' general manager

Minimum Qualifications

- Available for all 2018 Bellingham Bells home games (schedule available at www.bellinghambells.com).
- Ability to work a varying schedule, including nights and weekends.
- Prior experience working with cash management and in customer service situations.

This position will be paid on an hourly basis. Currently college student or graduate preferred with proven interests, experience, and abilities in math, computers, accounting, sales, and operations. Candidates must be self-motivated and able to work under little direction. They must also demonstrate a positive, customer service oriented, "can-do" attitude along with exceptional interpersonal, organizational, entrepreneurial, managerial and teamwork skills.

To Apply:

- Please email a resume & cover letter outlining your experience and interest in working with the Bellingham Bells to:
Stephanie Morrell, Bells' General Manager | stephanie@bellinghambells.com