



Ticketing Manager Seasonal Position

About the Company	Cleveland National Air Show will produce the 52nd event September 2, 3, & 4, 2017. The Air Show is one of the oldest and most established annual air shows in the country starting with the National Air Races from 1929-1949 and continuing with the current day Air Show from 1964-present. The Labor Day Weekend tradition attracts more than 100,000 spectators to Burke Lakefront Airport located in downtown Cleveland, Ohio. We are an equal opportunity employer.										
Brief Overview of Job	The Ticketing Manager is responsible for processing, distributing and record keeping of all tickets and credentials. Duties include: Overseeing on-line ticket orders Managing any walk-in sales Working with customers, staff, vendors, performers, auditors, and board members. Process all ticket credential requests from staff Managing the data entry and balancing of all tickets and credentials. Assist with office duties including projects and phone calls										
Assets	Friendly personality and attention to detail a must. Knowledge of Microsoft Excel & Access is preferred. Event work requires extended periods of walking and standing, bending, stooping, reaching, lifting, light load carrying and exposure to outdoor elements.										
Time Span	Seasonal employment – June-September 22, 2017 Approximately 3 days (24 hours) per week (flexible). June 1 st -August 1 st , 40 hours per week thereafter. Applicant must be able to work Labor Day Weekend. Position could be available in the future.										
The Fun Stuff	Opportunity to learn about the “event” business. Work in an active, friendly and exciting environment. Enjoy the income of a seasonal position.										
The Not-So-Fun Stuff	Position requires particular attention to detail, a lot of paperwork and computer entry. Job will involve periods of very high, stressful activity prior to & during Air Show. Non-traditional hours during peak periods.										
Compensation/Benefits	Hourly rate of \$11.00/hour commensurate with experience. Free parking.										
To Apply	Send resume and cover letter to: info@clevelandairshow.com										
Contact Info <i>*No calls please</i>	<table style="width: 100%; border: none;"> <tr> <td style="width: 60%;">Seasonal Positions</td> <td style="width: 40%;">Phone: (216) 781-0747</td> </tr> <tr> <td>Cleveland National Air Show</td> <td>Fax: (216) 781-7810</td> </tr> <tr> <td>1501 North Marginal Road, Suite 166</td> <td>Website: www.clevelandairshow.com</td> </tr> <tr> <td>Burke Lakefront Airport</td> <td></td> </tr> <tr> <td>Cleveland, OH 44114</td> <td></td> </tr> </table>	Seasonal Positions	Phone: (216) 781-0747	Cleveland National Air Show	Fax: (216) 781-7810	1501 North Marginal Road, Suite 166	Website: www.clevelandairshow.com	Burke Lakefront Airport		Cleveland, OH 44114	
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