



## *Ticketing Manager* Seasonal Position

<b>About the Company</b>	Cleveland National Air Show will produce the 53rd event September 1, 2 & 3, 2018. 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.
<b>Brief Overview of Job</b>	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
<b>Assets</b>	Friendly personality and attention to detail a must. Knowledge of Microsoft Excel is preferred. Event work requires extended periods of walking, standing, bending, stooping, reaching, lifting, light load carrying and exposure to outdoor elements.
<b>Time Span</b>	Seasonal employment ~ May 21-September 14, 2018. Flexible start date. Approximately 3 days (24 hours) per week (flexible). May 21 <sup>st</sup> -August 1 <sup>st</sup> , 40 hours per week thereafter. <b>Applicant must be able to work Labor Day Weekend/Week.</b> Position could be available in the future.
<b>The Fun Stuff</b>	Opportunity to learn about the “event” business. Work in an active, friendly and exciting environment. Enjoy the income of a seasonal position. Great resume builder for professional development.
<b>The Not-So-Fun Stuff</b>	Position requires particular attention to detail, paperwork and computer entry. Job will involve periods of very high, stressful activity prior to & during Air Show. Non-traditional hours during peak periods.
<b>Compensation/Benefits</b>	Hourly rate of \$11.00/hour commensurate with experience. Free parking.
<b>To Apply</b>	Send resume and cover letter to: <a href="mailto:info@clevelandairshow.com">info@clevelandairshow.com</a>
<b>Contact Info</b>  <i>*No calls please</i>	Cleveland National Air Show 1501 North Marginal Road, Suite 166 Burke Lakefront Airport Cleveland, OH 44114  Phone: (216) 781-0747 Fax: (216) 781-7810 Website: <a href="http://www.clevelandairshow.com">www.clevelandairshow.com</a>