



## *Ticketing Manager* **Seasonal Position**

<b>About the Company</b>	Cleveland National Air Show will produce the 54th event August 31 & September 1, 2, 2019. 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: <ul style="list-style-type: none"> <li>• Overseeing on-line ticket orders</li> <li>• Managing any walk-in sales</li> <li>• Working with customers, staff, vendors, performers, auditors, and board members.</li> <li>• Process all ticket credential requests from staff</li> <li>• Managing the data entry and balancing of all tickets and credentials.</li> <li>• Assist with office duties including projects and phone calls</li> </ul>								
<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>	<ul style="list-style-type: none"> <li>• Seasonal employment May 20-September 13, 2019 with flexible start date.</li> <li>• May 20<sup>th</sup>-August 2<sup>nd</sup> approximately 3 days (24 hours) per week (flexible).</li> <li>• August 5<sup>th</sup>-September 13<sup>th</sup> 40 hours per week.</li> <li>• <b>Applicant must be able to work Labor Day Weekend/Week.</b> Seasonal position could be available in the future</li> </ul>								
<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 \$13.00/hour commensurate with experience. Free parking.								
<b>To Apply</b>	Send resume and cover letter to: Nick Datilio at <a href="mailto:ndatilio@clevelandairshow.com">ndatilio@clevelandairshow.com</a>								
<b>Contact Info</b>  <i>*No calls please</i>	<table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">Cleveland National Air Show</td> <td style="width: 50%;">Phone: (216) 781-0747</td> </tr> <tr> <td>1501 North Marginal Road, Suite 166</td> <td>Fax: (216) 781-7810</td> </tr> <tr> <td>Burke Lakefront Airport</td> <td>Website: <a href="http://www.clevelandairshow.com">www.clevelandairshow.com</a></td> </tr> <tr> <td>Cleveland, OH 44114</td> <td></td> </tr> </table>	Cleveland National Air Show	Phone: (216) 781-0747	1501 North Marginal Road, Suite 166	Fax: (216) 781-7810	Burke Lakefront Airport	Website: <a href="http://www.clevelandairshow.com">www.clevelandairshow.com</a>	Cleveland, OH 44114	
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