



## *Ticketing Assistant* Seasonal Position

<b>About the Company</b>	<p>Cleveland National Air Show will produce the 56th event September 3, 4 &amp; 5, 2022. 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.</p>		
<b>Brief Overview of Job</b>	<p>The Ticketing Assistant is responsible for processing, distributing and record keeping of all tickets and credentials. Duties include:</p> <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>	<p>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.</p>		
<b>Time Span</b>	<ul style="list-style-type: none"> <li>• Seasonal employment June -September with flexible start date.</li> <li>• June - July approximately 3 days (24 hours) per week (flexible).</li> <li>• August - September 16<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>	<p>Opportunity to learn about the “<b>event/sports management</b>” business. Work in an active, friendly and exciting environment. Enjoy the income of a seasonal position. <b>Great resume builder for professional development.</b></p>		
<b>The Not-So-Fun Stuff</b>	<p>Position requires particular attention to detail, paperwork and computer entry. Job will involve periods of very high, stressful activity prior to &amp; during Air Show. Non-traditional hours during peak periods.</p>		
<b>Compensation/Benefits</b>	<p>Hourly rate \$15.00/hour commensurate with experience. Free parking.</p>		
<b>To Apply</b>	<p>Send resume and cover letter to: Nick Datilio at <a href="mailto:ndatilio@clevelandairshow.com">ndatilio@clevelandairshow.com</a></p>		
<b>Contact Info</b>  *No calls please	<table style="width: 100%; border: none;"> <tr> <td style="width: 50%; border: none;">           Cleveland National Air Show            1501 North Marginal Road, Suite 166            Burke Lakefront Airport            Cleveland, OH 44114         </td> <td style="width: 50%; border: none;">           Phone: (216) 781-0747            Fax: (216) 781-7810            Website: <a href="http://www.clevelandairshow.com">www.clevelandairshow.com</a> </td> </tr> </table>	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>
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