



**SOUTH YUBA RIVER CITIZENS LEAGUE**  
313 Railroad Ave. #101  
Nevada City, CA 95959  
(530) 265-5961



TITLE: Ticket Manager  
REPORTS TO: Festival Director  
JOB STATUS: Contractor  
DATES: October 2017 – January 31, 2018  
LOCATION: Nevada City, CA

JOB DESCRIPTION: The Wild & Scenic Film Festival is a program of the South Yuba River Citizens League (SYRCL), a watershed conservation organization located in Nevada City, CA. Created in 2003, this 5-day festival draws more than 7,500 attendees and launches an annual On Tour program designed to raise awareness and encourage grassroots environmental action internationally. Additionally, this festival is SYRCL's largest annual fundraising effort and proceeds fund SYRCL's other programmatic work.

The Ticket Manager works on a team in the production of the largest festival of its kind in the US, taking place each January in Nevada City, CA. Under the supervision of the Festival Director, the Ticket Manager is responsible for all aspects of ticketing for SYRCL's Wild & Scenic Film Festival, taking place January 11-15, 2018 in Nevada City and Grass Valley, CA.

RESPONSIBILITIES:

- Order and manage all ticket and general pass production
- Organize cash boxes for in office and HQ ticket sales
- Manage Ticket database
  - Entering/updating ticket types into database
  - Enter and track filmmaker tickets
  - Enter and track all other complimentary tickets (sponsors, guests, bed hosts, musicians, etc.)
  - Ensure entry of all ticket orders into database
- Update website during fest for available seats at all venues
- Manage online, in person, phone, and at event sales
- Manage and process all ticket payments including cash, check and credit card sales
- Process all ticket orders received
- Train and utilize volunteers as needed, including sales
- Assist in production all needed custom badges
- Create, print, and double check will call list
- Provide reports on ticket sales as requested
- Oversees ticket sales and management during festival weekend
- Produce reports on final ticket sales on the following:
  - No. sold by event
  - No. sold by type

- Sales by zip code
- Sales by region (Bay Area, Sacramento, Chico, Nevada County, Reno/Tahoe, International)
- Total number of tickets sold
- Total number of unique attendees (best estimate)
- All data export formatted for import into SYRCL's main database (details to be provided)
- Produce written report on Ticket Master job, submitted to Film Festival Director by the end of January 2018

#### QUALIFICATIONS:

Experience working in a high energy office setting and a drive to do what it takes to get the job done well; non-profit work experience a plus. Ability to work cooperatively with staff and volunteers. Demonstrates initiative, is conscientious and provides follow-through on areas of responsibility and is detail-oriented with excellent organizational skills. Computer skills required including proficiency with Word, Excel and basic graphic design programs (e.g. Publisher, Photoshop, InDesign, etc.). Excellent verbal and writing skills. Bachelor's Degree required. Positive, self-motivated, and quick learning performer highly valued. This position requires confidentiality and a sense of humor is a must.

Occasional evening and weekend work is required.

#### PHYSICAL REQUIREMENTS:

This position requires frequent computer use and occasional lifting of up to 30 pounds. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

#### COMPENSATION:

Wild & Scenic Film Festival Ticket Manager: \$1,750

#### TO APPLY:

Please email [melinda@wildandscenicfilmfestival.org](mailto:melinda@wildandscenicfilmfestival.org) with your resume and cover letter by September 30.