



Nimax Theatres Limited, 11 Maiden Lane, London WC2E 7NA
Tel: 020 7395 0780 Fax: 020 7240 4540

TICKETING SYSTEMS CO-ORDINATOR JOB DESCRIPTION

ROLE:

- Setting up events, offers and reports on the ticketing system
- Candidate must be a good team player and be able to work to tight deadlines

REPORTING:

- Reports to the Head of Ticketing Systems
- Indirect reporting line to the Commercial Director
- Works closely with the Marketing Managers

CHIEF RESPONSIBILITIES

Ticketing System Set Up:

- Set up events (including extensions) on the Ticketing System
To include creating:
 - Seating plans
 - Price tables
 - Internet sales systems
 - Deep links for website sales
 - Profiled banking points
- Prepare production notifications and distribute them to Nimax staff, advance box office providers and ticket agents
- Notify agents of initial and additional agency allocations, commissions, group rates and offers
- Suspend off sale performances
- Liaise with the Head of Box Office to ensure events and production notifications are accurate before tickets are made available for sale
- Managing set up on NLive
- Coordinate and manage the systems side of Harry Potter and The Cursed Child

Offers/Discounts/Vouchers:

- Following instruction from the Commercial Director and Marketing Managers set up offers on the Ticketing System ensuring the accurate application of discounts and concessions to price tables
- Communicate new offers and discounts to the box office staff, advance box office providers and ticket agents.

Report Scheduler:

- Provide electronic reports to Nimax staff, Producers, Marketing Agencies and Company Managers as instructed

Ticketing System

- Provide ticketing system users with all necessary system access and set up to enable the proper performance of their duties
- Apply ticketing systems profiles



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- Liaise with the system providers to ensure the day to day provision of efficient ticketing systems (including ticket printers and credit card facilities). Support and communicate with all users.
- Co-ordinate the on-site activities of the ticketing systems providers.
- Providing reports and dealing with queries from the Nimax finance department.

ADDITIONAL:

- When directed carry out other duties consistent with the title Ticketing Systems Co-ordinator.
- The candidate will be required to work with the Ticketing Services team and assist in the roles of that team

SALARY :

- Commensurate with experience