



Job Description

Ticketing & Sales Analyst

Reporting to:

Ticketing & Sales Manager
Campaign Managers
Senior Management Team

Duties

- Inputting and compiling reports with ticket sales data
- Analysing and distributing data
- Liaising between Box Offices, Ticket Agents & Internal teams
- Booking and coordinating sales and ticketing events

Personal requirements

- We are looking for an intelligent, creative, diligent and analytical person with financial acumen
- Demonstrated skills in numeracy and literacy with an analytical mind
- Excel expert
- Excellent written and verbal communication skills with a working knowledge of computer operating systems
- A natural problem solver who is driven and ambitious but is also a team player
- An understanding of the entertainment business with a non-performance based experience history
- At least 1 year's experience of working in a creative office environment
- Sales & ticketing experience advisable but not essential
- A self motivated individual with a naturally inquisitive mind
- An individual who can keep smiling as they face the daily pressures of an unpredictable yet exciting business

Hours: Monday to Friday, 9.30am to 6pm but part time applications will be considered.

Occasional evening work may be required

Salary: Dependent on experience and contracted hours

Place of work: Somerset House, London, WC2R 1LA

Start date: ASAP

Please apply in writing with your CV and covering letter to charlotte@jhi-marketing.com by close of play on Monday 04 Feb 2019