



CITY OF
Sturgis
MICHIGAN

We're Hiring!

STURGES-YOUNG: MARKETING & BOX OFFICE MANAGER

The City of Sturgis is currently seeking a full time Marketing & Box Office Manager for the Sturges Young Center for the Arts to respond to callers, visitors, and provide information and ticket sales of events. Employee will perform a variety of support functions such as all marketing, maintaining mailing lists, preparing bulk mailings, correspondence, and a variety of related tasks.

Essential functions include, but not limited to: Responsible for all in-house and co-promoted marketing materials creation, distribution and tracking. Creating and maintaining all event ticketing per show, including daily, weekly sales tracking and reporting, preshow and post show Pro Forma reporting. Responsible for seeking out new and cost effective avenues of print, radio and digital marketing, including, but not limited to newspaper ads, monthly publications, radio spots, poster distribution, social media, etc. Directly responsible for managing all day-to-day ticket sales, including walk up and phone sales, online order processing and day of show box office sales. Responsible for all customer concerns regarding ticket purchases including, but not limited to refund requests, consignment ticket requests, ticketing contracts, etc. Responsible for asset collection from artists and other events being promoted by Sturges-Young. Creates, posts and tracks daily social media engagements. Responsible for Volunteer recruitment, training, scheduling and management during events. Alerts City's marketing manager of event listings for the Sturgis 24/7 Community Calendar. Updates and maintains main Sturges-Young website for accurate event listings, ticketing links and photography and design elements. Networks within community and outlying areas to create interest in Sturges-Young activities and help generate additional programming considerations. Required to assist Event Coordinator with event management, house management and follow up to ensure highest level of patron satisfaction. Responsible for creating and implementing Patron Membership program, mailing list curation, and additional patron development services as needed. Responsible for assisting Executive Director with show programming and outreach for season planning and marketing strategizing. Assists Director with various support functions relating to facility activities and programming, such as typing invoices, filing, making telephone calls, assisting with playbill advertising, playbill inserts, and related matters.

Bachelor's Degree in Communications, Arts Administration, Theater Management, Marketing and Branding or similar related field; Graphic Design and web design skills required, Master's Degree preferred. 2-4 years prior experience in Arts Management environment preferred. Advanced computer skills a must with a flexible availability for mornings, evenings, weekends and Holidays.

Physical requirements: Ability to access all areas of the facility, with prolonged standing, sitting, bending, stooping, kneeling, crouching, lifting, carrying files and materials weighing up to 25 pounds.

Works in office conditions with exposure to food services.

Applications will be accepted until December 2nd , 2019

Submit Application, Resume and Cover Letter to: Sturgis City Hall, 130 N Nottawa St. or via email to dnorthrup@sturgismi.gov Applications available at City Hall or on our website at www.sturgismi.gov/HR

The City of Sturgis is an Equal Opportunity Employer.