



POSITION AVAILABLE

Operations Associate

Broadway San Diego-A Nederlander Presentation is seeking an experienced and highly motivated **Operations Associate** with experience in ticketing and proficient in Microsoft products, specifically Excel.

This position (located in San Diego) will report directly to the Director of Operations and work with internal Marketing and Sales teams to support ticketing needs and provide daily/weekly reports.

This is an exciting time to join the Broadway San Diego team. The ideal candidate is energetic, creative, and innovative with a strong passion for the Arts. The candidate should also be proficient in Microsoft products, specifically Excel, with outstanding attention to detail, and the ability to stay organized in a multitasking, fast-paced, productive, inclusive, and diverse environment.

PRIMARY DUTIES

- Provide ongoing daily and weekly reports to various departments.
- Assist with the programming, proofing, and editing of events in our ticketing system (Ticketmaster/Archtics).
- Creating and proofing pricing memos for single-ticket programming.
- Patron list and data management.
- Provide on-site box office support during the run of a show.
- Mobile App support
- Provide support to the Director of Operations as needed.

REQUIREMENTS

- Experience with a comprehensive ticketing system (Ticketmaster/ Archtics database experience a plus, other system experiences will be considered).
- Ability to multitask, manage priorities, and deliver work on deadline.
- Reliability with fiscal management and financial accountability.
- Nights and weekends will be required during show weeks.

REPORTS TO: Director of Operations

WORK SCHEDULE: Part-time 29.5 Hours weekly

COMPENSATION: \$16.00/ hourly

Broadway San Diego and Nederlander are committed to a workplace where everyone is free from bias, prejudice, discrimination, and harassment. The organization strives to ensure a welcoming work environment where everyone belongs and is valued, encouraged & respected for their unique contributions.

We are focused on building a culture that acknowledges and values Diversity, Equity, and Inclusion.

HOW TO APPLY: We are an equal opportunity employer and welcome all to apply. Interested candidates should send a cover letter, resume and three references with "Operations Associate" in the subject line to Jries@Broadwaysd.com – No phone calls please. Confidential inquiries welcome

Proof of full vaccination is a requirement of employment at Broadway San Diego.

Post expires November 15, or when the position is filled.