



Box Office Manager **Yellowstone County**

Equal Opportunity Employer

Yellowstone County encourages applications from diverse candidates and candidates who support diversity.



Posting Date: May 5, 2022

Department: MetraPark

Salary: \$50,204.89 - \$75,307.33/yr DOQ

Grade: H

Hours: 40 hours per week – schedule will be event driven* **FLSA:** Exempt

*May include evenings, weekends and holidays

Applications must be submitted by 5:00 p.m. on May 18, 2022 for first review of applications. Accepting applications until position is filled.

FUNCTION:

Full-time, exempt position which manages the box office operation and activities of MetraPark. The position includes subscription sales, single event sales, ticketing operations, box office operations and patron service issues. The position requires long range planning skills and the ability to coordinate the completion of multiple tasks or projects within established time frames. Box office, patron services and sales requires accurate, precise and complex work involving independent planning, coordinating, and completing special assignments as directed, to include performing research and developing written presentations; does related work as required.

MetraPark is a 189 acre complex located in the Yellowstone Valley, in Billings, Montana, with spectacular views of four mountain ranges. Close to skiing, fishing, hunting, and other year round vacation and recreational opportunities, and within 2 hours of Yellowstone National Park.

MINIMUM QUALIFICATIONS:

- Bachelor's Degree in Public Administration, Business Administration, Marketing or closely related field; **and**
- One (1) years' experience in box office or ticketing operations, office management or marketing and sales Including supervising the work of others; **or**
- Any equivalent combination of experience and training totaling five (5) years.

CHALLENGES AND PROBLEMS:

One of the greatest challenges is meeting the box office demands of an event driven business such as concerts, sporting events and outdoor fair. Reconciling, balancing and auditing ticket sales with on-going multiple events can also be a challenge.

Typical problems include maintaining a positive staff during the demands of event-driven long hours on weekends, evenings and holidays. This position deals extensively with the public and is often expected to resolve concerns or complaints effectively with a positive attitude.

CERTIFICATIONS:

- Valid Driver's License issued by the State of Montana.

Job description available upon request.

TO APPLY:

Submit by 5:00 pm on May , 2022 for first review of applications. Position open until filled;

- 1. County Application**
- 2. Resume**
- 3. Names, addresses and phone numbers of three (3) employment-related references**

To: Human Resources, PO Box 35041, Billings, MT 59107 or to Montana Job Service, 2121 Rosebud Drive, Billings, MT 59102. **Late, incomplete or unsigned applications will not be considered.** Apply on line or download application at www.yellowstonecountymt.gov . Applicants who require special accommodation due to disability should contact the Human Resources Office at (406) 256-2705. **NOTE:** If this or another position in the same class becomes available within 90 days the same applicant pool may be considered.