

Ticket Manager (4 hours per week)

Do you have a knack for collecting and updating various data and are you looking to contribute to the My Little Pony community? Do you want to gain experience in database management and organising events? Then apply to this role and become a part of our Hearth's Warming Con Operations!

We are looking for a Ticket Manager who can handle customer data accurately and securely to assist with our next convention. The role primarily involves working with our third party online ticket vending application, updating customer ticket records on Google Spreadsheets and answering email enquiries. As ticket manager, you will also need to liaise with the Treasurer to ensure the amount of income we receive is up to date and accurate, meaning attention to detail is very important in this role. It is advantageous if you are fluent in another language apart from English as this will aid you in answering emails from people who have less ability in English. The Ticket Manager will also be responsible for making ticket sales projections - experience is welcome, but not necessary. Above all, good communication is the worthiest trait that accompanies this role as you will be required to update other committee members on ticket sales. During the convention you will be responsible for the registration team; the first experience of our convention that attendees will face.

Required/Desirable Skills

- Passion for planning and other administrative tasks. -
- Fluent in English, both spoken and written. -
- Preferably fluent in Dutch or another (major) European language, both spoken and written.
- Attentive and reliable team player.
- Good communication skills.
- Preferably experience in organising events. -

Rewards

- Event planning experience
- Free access to the convention
- Free staffer T-shirt
- Free meals during the convention
- New friends and fun experiences!
- Something to add to your CV

Do you want to apply for this position? Please send us your resume and cover letter to: Diederik van der Heijden; d.vanderheijden@hwcon.nl Questions are also welcome!