

# Ticketing Agent

## Objective:

To ensure only people who are authorized to attend or participate in a show gain access to the event.

## Duties & Responsibilities:

Collecting/selling event tickets, checking ID's and monitoring show entrances at various venues.

## Qualifications & Requirements:

- Must be friendly, efficient and reliable
- Often requires you to stand on your feet for long periods of time
- Be able to work in a fast-paced environment
- Experience in money handling
- Licensed venues will require agents to be at least 19 years of age
- Clean, casual-business dress with comfortable footwear
- Obtain a Certificate of Conduct (via the WJB office)

## Lines of Communication:

Ticketing Agents will be provided direction from, and supervised by, the WJB Volunteer Coordinator. Any questions or comments about the position should be directed to her/him.

## Orientation:

Prior to the annual festival, there will be a gathering of all Ticketing Agents to confirm specific duties, arrange time/shift commitments and answer any questions volunteers have. Orientations to various events throughout the year will be conducted on an individual basis.

## Benefits:

- Meet artists
- See performances
- Socialize with music lovers like yourself
- Help grow jazz and world music influence in NL
- Complimentary WJB T-shirt
- Insurance coverage will be provided while on duty

## What to Do:

- Complete the application and consent form and submit it to the Volunteer Coordinator's attention
- You will receive confirmation from the Volunteer Coordinator that your application was received
- Attend a personal interview scheduled at your convenience