



VACANT POSITION

JOB TITLE: *Membership & Ticketing Steward*

REMUNERATION: *Volunteer*

MAIN RESPONSIBILITIES:

MEMBERSHIPS

- *Process membership orders via Brookfield Show Society's 'back of house' WooCommerce portal*
- *Maintain Microsoft Access database and CardExchange software to successfully register new members*
- *Print and post membership cards to new customers*
- *Work with local businesses who provide discounts to membership card holders and provide support throughout implementation of discount program*
- *Liaise with external IT support staff, Treasurer and other relevant parties to prevent and quickly resolve any issues arising from WooCommerce*
- *Attempt to attend Happy Hour, Burger Bar and Bite Nite as well as Brookfield Markets to promote membership and increase sales*
- *Liaise with Media and Communications Manager to run membership campaigns on social media*
- *Provide membership report to Brookfield Show Society at monthly general meeting*

TICKETING

- *Source reputable eTicket provider for online ticketing and tracking service compliant with Queensland Agricultural Shows and Showgrounds Industry COVID Safe Plan*
- *Liaise with external IT support staff to ensure aforementioned ticketing provider software is implemented prior to Brookfield Show*
- *Work with officials to ensure gate staff and volunteers are trained on the use and handling of ticket scanning hardware, software and ticket entries*
- *Ensure all entry numbers are recorded*
- *Provide report regarding ticket sale revenue to Brookfield Show Society's Executive Committee*
- *Analyze ticket sales to assist with developing future sponsorship opportunities and grant applications*
- *Act as main point of contact for issues regarding ticketing and entry during Brookfield Show*

ATTRIBUTES:

- *Strong attention to detail, organisational skills and ability to perform administrative duties*
- *Excellent written and verbal communication*
- *High level of computer literacy*
- *Microsoft Suite particularly Word, Access and Excel experience essential*
- *Knowledge of WooCommerce, Stripe, WordPress and MailChimp are desirable*
- *Ability to dedicate significant time to ticketing process in proceeding weeks to Brookfield Show*