



Combe Mill Society - Role Description

Date: November 2022

Issued by: _____

Role Description: : Ticketing Manager

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1. Principal tasks:

- Maintain ticketing laptop set-up in readiness
- Ensure that someone is on duty to use the system on Steaming Event days
- Issue paper log sheets for non-steaming days when ticketing computer not used
- Ensure that card reader, tablet and battery pack are charged and available for stewards.
- Enter into the ticketing system the visitor numbers for non-steaming and group visit events
- Maintain record of visitor number statistics year on year
- Issue gift vouchers using the ticketing system on request

2. Financial responsibilities (if any):

- Ensure cash floats for ticketing are available for open days
- Transfer all takings from admissions to treasurer.

NOTE:

In consultation with the Directors this Role Description may be changed from time to time to suit the business needs of the Combe Mill Society.