



LICHFIELD PLAYERS COMMITTEE MEMBER ROLE



ROLE: TICKET SECRETARY

The Ticket Secretary remains directly responsible to the Chairman and Committee of Lichfield Players.

JOB DESCRIPTION:

1. Issue reminders for the renewal of season tickets well before the start of each season
2. Issue a season ticket to each season ticket holder as a receipt and for their use in dealings with the 'Garrick' box office or other venue. Or liaise with venue box office utilizing their ticket allocation methods
3. Report on money received from season ticket holders to the Treasurer and either pass the money to him or bank it on his behalf; or pay using internet banking (whichever is agreed by the two individuals as most convenient)
4. Maintain a record of season ticket renewals including the names and addresses of individual season ticket holders and the number of tickets each has. In compliance with data protection
5. Give the Garrick box office (or other venue) an up to date list of season ticket holders in advance of each production
6. Provide lists of season ticket holders to the Chairman, Publicity Officer or other member of the Committee who may from time to time require such information – however, at all times comply with data protection (GDPR)
7. Report on sales of season tickets to the committee and of ticket sales for each production during season
8. Deal with enquiries / problems / from season ticket holders when necessary and deal with other members of the public wishing to become season ticket holders or needing other information about the Lichfield Players season
9. Publicise season tickets as appropriate to maximise take-up
10. Work with Publicity Officer where necessary to maintain level of season ticket holders and to work with Social Secretary when necessary for Patrons Social Functions
11. If performances are to take place at venues other than the Garrick, it may be necessary for the Ticket Secretary to arrange the preparation of seating plans, printing and sale of tickets in advance and on the performance night, along with the organisation of a float, banking and takings and similar duties
12. To comply with Data Protection Act (GDPR) at all times to secure Season Ticket holders information correctly