



Ticketing and Sales Supervisor (Fixed Term)

About us

ATG Entertainment is proud to stand at the forefront of the live entertainment industry.

Our expertise and capabilities enable producers and other creatives to bring their visions to life and create unforgettable performances for audiences, presented in our landmark venues and delivered with exceptional hospitality. It is the passion of our teams, that cover every discipline across the live entertainment industry, that underpins our continuing strategic growth and success.

We own, operate or programme some of the world's most iconic venues; ATG Entertainment manages 64 venues across Britain, the US and Germany.

We are the world leader in theatre ticketing; We process more than 18 million tickets every year for hit musicals, acclaimed plays, concerts, comedy shows and a variety of other live events across the UK, US, and Germany.

We present the world's best live entertainment in our venues; working alongside the world's leading producers and creative artists, our venues present an extraordinarily diverse range of top-quality entertainment.

We produce award-winning shows; our in-house production team, ATG Productions, are dedicated to producing critically acclaimed, commercially successful and creatively ambitious work for the West End, Broadway, Continental Europe and beyond.

People are at the heart of our success. We are passionate about bringing great live experiences to the widest possible audience; about giving the world's best creative talent the stage it deserves; and about providing our people and partners with opportunities to realise their full potential.

Our values

In everything we do, we strive to be Ambitious, Collaborative, Passionate and Smart.

- We are **ambitious** and seek to exceed people's expectations.
- We are **collaborative** and help each other to reach our goals.
- We are **passionate** about our work, our business, and our industry.
- We are **smart** in our quest for simple, efficient, and innovative solutions.

Corporate Social Responsibility: our priorities

- Next Generations: introducing tomorrow's audiences to the pleasures of live entertainment, recruiting and nurturing the next generation of industry talent.
- Inclusion: improving and promoting diversity, inclusion and well-being in the workplace.
- Sustainability: helping reduce our impact on the environment by making our business more sustainable.

A Stage for Everyone - Our Inclusion, Diversity, Equity and Access Mission Statement

Our stages are a platform for compelling stories – stories that are for all, by all, and of all. We shine our spotlight on our differences and believe that understanding and celebrating these differences makes us better global citizens. We are passionate about the pursuit of true diversity and equality. We strive to make our venues beacons of these ideals in our communities. Onstage and off, we hold ourselves accountable for nurturing an inclusive culture, one in which everyone can bring their authentic selves. At ATG entertainment, we provide a stage for everyone.

We recognise that we do not have all the answers; but we strive to listen, to learn and to change in order to ensure ATG Entertainment becomes a truly inclusive organisation. We therefore welcome and encourage applications from individuals from the widest possible range of backgrounds and particularly welcome applications from those currently underrepresented in our workforce.

We are a Disability Confident Committed Employer, which means that we are taking action to ensure that people with disabilities and long-term health conditions feel supported, engaged and able to fulfil their potential in the workplace. We will offer an interview or recruitment event to disabled candidates who tell us they wish to participate in the scheme and who demonstrate in their application that they best meet the essential criteria for the role. Where we receive more applications than we are reasonably able to interview for any given role, we will retain applications for the next available interview opportunity wherever possible.

If you'd like to discuss accessibility prior to applying, please email recruitment@theambassadors.com for a confidential discussion.

The Ticketing and Sales Supervisor Role

You'll report to the Ticketing and Sales Manager and although you have no direct line management responsibilities, will oversee and supervise the Customer Service Hosts when on the counter. You'll also work closely with the venue Marketing team, Customer Experience team and the central Ticketing Operations team.

The Ticketing and Sales Supervisor supports the ticketing team in the effective running of the box office operation across both venues, by delivering the highest standards of customer care, and work with developed systems and procedures within the department designed to increase efficiency and maximise sales.

You'll support the training, development and motivation of the Customer Service Hosts when undertaking their box office counter shifts and ensure that KPIs and budget targets are met and exceeded.

Key responsibilities

- Supervise and lead the Customer Service Hosts through day-to-day duties while maintaining and promoting an excellent level of customer service.
- In conjunction with the management team, ensure effective communication is maintained within the team.
- Actively support and promote new and existing sales initiatives, including ATG+, ATG Priority Access and ATG Lounge packages.
- Undertake revenue management in line with sales targets and as agreed by managers.
- Be a first point of contact for customer queries and resolutions.
- Handle returned mail and update the database following GDPR guidelines.
- Support all updates and customer queries regarding our Access Membership Scheme.
- Support the training and development of Customer Service Hosts.
- Provide financial reports and sales analysis on request to internal personnel, producers and visiting companies.
- Support cash management procedures in venue.
- Any other duties as required.

Everyone's responsibility

Everyone at ATG Entertainment is expected to play their part in achieving our goals and upholding our core values, by:

- Committing to creating and upholding a positive, inclusive culture that nurtures potential and supports well-being.
- Playing your part in reducing our environmental impact and finding more sustainable ways of working.
- Encouraging the next generation in live entertainment by contributing to our outreach and training programmes, including mentoring students and trainees, and supporting our Creative Learning and Community Partnerships work.
- Having a positive attitude to health and safety, legal and insurance requirements and take care to understand our policies and procedures. You'll help us uphold a positive culture around meeting our obligations.

We are all expected to participate actively in the life of the company, and opportunities will arise for you to collaborate with others across the business. Everyone at ATG Entertainment is expected to be flexible and adapt as the needs of the business change, taking on new or different responsibilities as the need arises.

Your skills, qualities, and experience.

If you are able to demonstrate many of the essential criteria, we encourage you to apply, and welcome transferable skills from other industries or backgrounds. We can give experience of any desirable criteria but may also use them to decide between candidates for this role.

Essential

- Experience of working in a ticketing role.
- Experience of working in a sales-focussed environment.
- Experience of providing excellent customer service.
- Creative problem solver and confident decision maker.
- Proactive and flexible attitude including with regards to working hours.
- Ability to effectively prioritise.
- Positive and solution-focussed with ability to think creatively to drive revenue and reduce costs.
- Enthusiasm for the theatre environment.
- Excellent attention to detail.

Desirable

- Experience of supervising staff