

# CAREER OPPORTUNITY

AT&T  
PERFORMING  
ARTS  
CENTER

## TITLE: TICKETING AND PRICING ANALYST

Department: Administration

Reports to: Director of Pricing and Revenue Analytics

Location: Dallas Arts District

The AT&T Performing Arts Center's Pricing Analyst will support the Director of Pricing and Revenue Analytics with operational reporting, business analytics, inventory management, data entry/retrieval, and settlements as needed. The Pricing Analyst will also serve as the primary traffic manager responsible for the workflow related to all ticketed events, ensuring information and resources flow through projects in a timely and efficient manner.

### **Position Responsibilities (include but are not limited to):**

- Daily and weekly reporting related to ticket sales, revenue, and contributions
- Provide promoters and presenters with sales updates and reports
- Assist with Inventory management and dynamic pricing efforts
- Conduct research and assist with historical analysis related to revenue and trending
- Maintain a classification and reference system for historical ticketed events
- Coordinate with several departments to track all necessary tasks related ticketed events
- Maintain efficient SOP's for ticketed events to ensure consistency from booking to settlement
- Manage the internal setup process for ticket events in coordination with the Programming, Marketing, Ticketing Departments
- Manage subscription campaigns along with the Director, in coordination with Ticketing , Marketing, and Development Departments
- Assist Finance and Programming departments with settlement
- Assist Finance with data entry, data retrieval, and reporting as needed
- Support of Center projects as needed and assigned

### **Education and Experience:**

- Bachelor's degree preferred
- Successful patron facing experience within the performing arts or non-profit venue management preferred

- Two to five years box office and Tessitura ticketing systems management
- Supervisory experience a plus

**Knowledge, Skills and Abilities:**

- Advanced proficiency with the Tessitura application/software
- End user proficiency in the ticketing module and contribution modules required
- Proficiency with the data structures including Campaign, Appeals, Plans, and tables required
- Proficiency with Microsoft Word and Microsoft Excel
- Strong multi-tasking skills and the ability to manage multiple projects during various points of completion concurrently
- A strong attention to detail
- Proven ability to draft, review, and interpret contractual documents
- Ability to quickly assess, troubleshoot and resolve issues with clients and other departments
- Strong interpersonal skills and the ability to work independently, with varied personalities across organizations and in team settings
- Strong management skills and the proven ability to work within time constraints and meet deadlines
- Public speaking and/or oral presentation experience
- Proven ability to develop and maintain a respectful work environment that delivers exceptional service and achieves goals
- Superior customer service skills

AT&T Performing Arts Center is an equal opportunity employer and is committed to the belief that each individual is entitled to equal employment opportunity.

**For immediate consideration, send cover letter, resume and salary requirements.**

**By E-mail:** [careers@attpac.org](mailto:careers@attpac.org)

**By Mail:** Human Resources AT&T Performing Arts Center  
700 North Pearl, Suite N1800 - Dallas, TX 75201

## ABOUT THE AT&T PERFORMING ARTS CENTER

The AT&T Performing Arts Center is a nonprofit foundation that operates and programs a 10-acre campus comprised of three premier performance venues and a park in downtown Dallas. Audiences enjoy the best and most recent from Broadway and off-Broadway; the finest dance companies from across the globe co-presented with TITAS Presents; and top concerts, performers and cutting-edge speakers. Thousands of students explore and more deeply experience the arts through the Center's education program, Open Stages. The Center also offers free programming for audiences from every part of the community.

**The Center's mission** is to provide a public gathering place that strengthens community and fosters creativity through the presentation of performing arts and arts education programs.

**The Center's culture** is to focus on the values that guide its people's actions. The Center's Core Values are to passionately pursue our mission by being:

**Achievement Focused** - Committed to the advancement and cultivation of the Performing Arts in Dallas

**Community Minded** – Actively fostering and participating in meaningful community interactions

**Customer Service Driven** – Dedicated to the service of internal and external constituents so that all want to return

**Flexible** – Willing to change to achieve results

Audiences enjoy the best and most recent from Broadway; the finest in world dance and music co-presented with TITAS; top concerts, lectures and performers with Center Presents; and a five-year undertaking to present The Complete Works of William Shakespeare. The Center also presents a wide range of free programming for audiences from every part of Dallas, including Patio Sessions concerts, Sunset Screenings, Local Motion fitness programs and Studio 2403, dance classes in Sammons Park. The Center makes performance art accessible to thousands of local students through its education program, Open Stages. Through a variety of special programs and benefits, the Center's members and volunteers are able to become involved and engaged in the arts.

The Center's five resident companies are among the city's leading arts institutions: Anita N. Martinez Ballet Folklórico, Dallas Black Dance Theatre, The Dallas Opera, Dallas Theater Center and Texas Ballet Theater.

These performance spaces are some of the finest venues in the world, designed by internationally acclaimed architectural firms:

- Margot and Bill Winspear Opera House, designed by Foster + Partners of London, is a stunning 2,200 seat venue wrapped in red glass with outstanding acoustic performance halls.

- Dee and Charles Wyly Theatre, a 575-seat theatre with a distinctive aluminum exterior, is home to one of the most versatile stages in the world designed by REX/OMA, Joshua Prince-Ramus (partner in charge) and Rem Koolhaas.
- Elaine D. and Charles A. Sammons Park, an urban park designed by Michel Desvigne with native plants and grasses, landscaped lawns, performance spaces, a reflecting pool, and an Information Center by Foster + Partners.
- Annette Strauss Square, an open-air entertainment venue with lawn and patio seating for 2,000 designed by Foster + Partners, under a starlit sky and surrounded by the downtown skyline.

For more information on the AT&T Performing Arts Center, to become a member, or to make a donation, visit [www.attpac.org](http://www.attpac.org).