

Box Office Manager Maternity Cover

Contract type and hours: 32 Hrs Fixed contract 13 months commencing December 2026

Salary: £27,000 – £32,000 Pro rata

Komedia is an enterprising, independent and vibrant venue that invests in all members of staff. If you would like to work in an organisation that is a vital and enduring part of Brighton's entertainment landscape *and* you have a passion for live events, we would love to hear from you!

We are looking for a Box Office Manager for maternity leave cover to join our busy team. Experience in a Management role is essential. This is a busy and varied role, requiring excellent organisational skills, attention to detail and good communication skills.

Key tasks and responsibilities:

Management of Box office Department including but not limited to;

- Managing and maintaining all aspects of Ticketing software including back-end, box office and customer-facing elements
- Overseeing all aspects of online, in-person and telephone ticketing and product sales.
- Overseeing putting shows On Sale (delegating to team members where appropriate)
- Update and maintain show information and details on website via WordPress and Ticketsolve.
- Day to day management of Komedia's relationships with Ticketsolve
- Providing statistics and financial reports as required.
- Managing the Box Office team of core staff including hiring, induction, training, appraisals, or disciplinary procedures where required.
- Creating and enforcing policies related to refunds and exchanges in-keeping with Komedia ticketing procedure.
- Implementing and maintaining a high level of customer service and communication in all aspects including email/phone/face to face and website.
- Storing and relaying relevant customer and show information to departments.

Other Responsibilities

- Working closely with Marketing and developing a strong inter-departmental relationship
- Maintaining Telephone system
- Responsible for accurate daily accounting and Box office reporting
- Seasonal responsibilities (Christmas and Fringe etc)
- Other occasional duties that may arise

Essential

- Previous experience in a similar role
- Experience managing a team
- Good attention to detail
- Good computer literacy

Desired

- Experience using ticketing systems (Ticketsolve or similar)
- Experience with Wordpress or similar
- Interest in Sales

Please apply with Cover Letter and CV to jobs@kmedia.co.uk quoting 'Box Office Manager (YOUR NAME)' as the email subject.

Closing date for applications: **Fri 18th September 2026** and interviews will take place week commencing: **Mon 5th October 2026**.

Early applications advised, Kmedia holds the right to shorten the application period.

If you are not invited to an interview, regrettably you have not been short listed for this position