

SPECIALIST, TICKETING SYSTEMS

Position Description

Destination and Audience Pillar – Ticketing Systems

The Ticketing Systems business unit sits in within the Destination and Audience Pillar and is responsible for:

- The support and delivery of all ticketing solutions for a successful On Sale
- Ticket system management for the organisation through the internal ticketing platform, Tessitura
- The management of third-party ticketing relationships and processes
- Relationship management with presenters regarding all things ticketing
- Assistance with On Sale strategies including optimising revenue opportunities and surpassing industry standards

The Position

Creates value for customers and presenters by implementing customer first ticketing solutions within the ticketing system and website.

Type	Full Time, fixed term
Reports to	Manager, Ticketing Systems
Direct Reports	None
Salary/Hourly Rate	ACM Enterprise Agreement 2022 Band 3.2
Key Relationships	<i>Internal:</i> Finance, IT Services, Marketing, Presenter Services, Production, Programming, Ticketing Sales and Services <i>External:</i> Presenting Partners, Resident Companies, Third Party Ticketing Providers
Delegation	Financial and People delegations as per current policy.
Location	Arts Centre Melbourne premises (subject to potential relocation)
Other	SGA Employee under the ACM Enterprise Agreement 2022 Satisfactory completion of a National Police Check required You will hold valid working rights in Australia (subject to verification)
Last Reviewed	December 2025

In the position you will

Accountabilities:

- Provide client support and service, delivering advice on pricing, strategy and business solutions.
- Administer ticket build set up accurately representing event product and pricing details.
- Be a highly competent and specialist user of ACM's ticketing systems including but not limited to; Tessitura, Momentus and third-party ticketing systems.
- Work within established procedures in a time-pressured and deadline-driven environment and champion innovation and the utilisation of technology to achieve an integrated customer-centric experience.
- Build and maintain strong working relationships with presenters and a range of stakeholders, delivering sales reports and troubleshooting technical or procedural issues.
- Maintain a customer first and collaborative culture.
- Ensure event settlements are accurate and complete at the end of an event.

Decision making:

- Under broad direction from the Manager, Ticketing Systems this position is required to operate autonomously and make tactical decisions under pressure to achieve the accountabilities. This position will be required to balance presenter requirements with ACM's customer first approach.

Systems:

- Tessitura
- Momentus
- Third-party ticketing systems (E.g. Ticketek)

Working environment/physical requirements:

- Be required to undertake the tasks and requirements detailed in the relevant job task analysis.
- Undertake general office work with a strong emphasis on the use of computers and digital technology.
- Potentially work in an underground office environment.
- Be required to be on site/attend events outside work hours from time to time.
- Work hours in accordance with your employment type and the ACM Enterprise Agreement 2022.

SELECTION CRITERIA

Your qualifications and experience

- Relevant and practical ticketing industry experience. Experience in the performing arts is not required.

Your skills and attributes

- Previous client management experience and the ability to develop sales and service solutions.
- High level of attention to detail in a time-pressured environment. Understanding of best-practice ticketing principles across a range of platforms, with the ability to learn and apply new approaches to achieve desired outcomes.
- Ability to make sound commercial decisions in a busy environment.
- Ability to multi-task with the capability to pivot where necessary.
- Demonstrated experience in using customer data to inform future decision making.
- A self-motivator who takes initiative when faced with a challenge.
- Ability to deliver a high level of customer service with a proactive approach to problem solving & conflict resolution.
- Skills and experience in the use of Tessitura is an advantage.
- Dependable written competency and demonstrated accuracy in data entry and the use of business systems, processes and applications.
- Proven experience with and understanding of current technology, operating systems and applications; and the demonstrated ability to learn and apply new technology and systems, including upgrades and changes, within a reasonable timeframe.

Your capabilities

- **Change Agility** – you work well in an environment characterised by high levels of change: adapting, learning and applying skills quickly.
- **Sustainable Creative Practice** – you create and choose from a number of strategic options and make decisions to deliver the most impactful strategic outcome.
- **Collaboration** – you work with others to achieve outcomes – involving the right skill, perspectives, abilities and expertise.
- **Accountability** – you achieve required goals and outcomes both personally and for the organisation.
- **Coaching** – you continuously develop yourself and others.
- **Being Inclusive** – you act in a way that is inclusive and provides an environment of access and equity



You demonstrate our values

- Leadership
- Accountability
- Creativity
- Equity & Inclusion