



TICKETING & ANALYTICS COORDINATOR

Last revised: February, 2024

COMMERCE STUDENTS' ASSOCIATION (CSA)

The CSA strives to enrich the undergraduate student experience at the I.H. Asper School of Business through unique events and professional development opportunities that foster meaningful relationships with the greater business community.

POSITION OVERVIEW

The Ticketing & Analytics Coordinator is responsible for the management of all aspects of ticketing for CSA events. Work closely with the Vice President Finance and event planners to set up online ticketing for each event, as well as train event planners and their committees to sell tickets using the system.

POSITION RESPONSIBILITIES

- Set up online ticketing for all CSA events.
- Work closely with event planners and the Vice President Finance to develop solutions for event ticketing requirements, including reserved seating and discount codes.
- Analyze historical data and report findings to event planners for them to make informed decisions about attendees and ticket sales.
- Train event planners and committees to use the ticketing platform to sell tickets.
- Set up, train volunteers, and manage ticket scanning at CSA events, including mitigating issues as they arise.
- Coordinate rental of additional ticket scanners for larger events.
- Attend monthly CSA General Council meetings.
- Promote and attend CSA events.



TICKETING & ANALYTICS COORDINATOR

Last revised: February, 2024

LINES OF COMMUNICATION

- CSA Executive Council
- CSA General Council
- Event planners
- Digital Coordinator

SKILLS DEVELOPED

- Data analytics
- Event ticketing & sales management
- Problem solving
- Communication skills

POSITION DETAILS

Number of positions available: 1

Reports to: Vice President Finance

COMMITMENT LEVEL

Summer 2024	Fall 2024	Winter 2025
Medium	Medium	Medium

High = 10-15 hours a week

Medium = 5-10 hours a week

Low = Less than 5 hours