

**Brentwood Christian School**  
**VIP Coordinator Job Description**

**Leadership Title:** Fall Festival Ticket Sales Coordinator

**Overall Job Description:** Responsible for doing all Pre-event Fall Festival ticket sales and overseeing and recruiting for Day-of Fall Fest ticket sales team.

**Essential Duties and Responsibilities** – In order to receive the full 20 credit hours, you must complete the following:

1. Purchase tickets, envelopes and labels.
2. Prepare spreadsheet for tracking ticket sales.
3. Print pre-event ticket sale envelope labels.
4. Prepare an instructional letter to parents and distribute ticket envelopes to elementary teachers.
5. Recruit volunteers to help stuff pre-event ticket envelopes.
6. Prepare posters/flyers.
7. Distribute tickets to HS office, Children's Developmental Pre-school and Children's Ark.
8. Fulfill ticket orders from families requesting additional tickets.
9. Recruit volunteers to work the day of ticket sales and make sure signs are made.
10. Record all money and ticket sales daily.
11. Prepare report, count all monies and turn into PTF Treasurer.
12. Document work to pass on to future Fall Fest Ticket Sale Coordinators.

**Qualifications:** To perform this job successfully, an individual must be able to perform each essential duty or responsibility satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability recommended.

**Talents/Skills/Experience:**

- Written and Verbal Communication Skills
- Detail-oriented nature
- Basic computer skills: MS Word, Excel and Outlook
- Basic math skills

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Date: April 19, 2010