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## TICKETING ASSISTANT (50-70%)

**Position:** Ticketing Assistant

**Location:** Zürich Oerlikon with flexibility on office days/hours vs. home office

TAKK ab Entertainment AG was founded in 2023 and occupies a leading position in the Swiss concert promoter landscape. Working with acts such as Taylor Swift, AC/DC, Pink and many others, TAKK ab Entertainment AG books and promotes over 300 shows a year. To strengthen its team, the company is looking for a 50-70% Ticketing Assistant as soon as possible.

### Job description

The Ticketing Assistant handles diverse ticketing matters of the shows and events promoted by TAKK ab Entertainment in accordance with the Ticketing Manager. They set up the shows in the ticketing system and handle the sales of the tickets. As a Ticketing Assistant, the person is in direct contact with the artist agencies and is present at shows and events.

### Key responsibilities

- Overseeing and managing ticketing on part of the company's events
- Collaborating with event organizers, promoters, and venue staff to ensure seamless ticketing operations
- Providing seating plans and charts
- Setting up the shows in the ticketing system.
- Maintaining ticketing systems, ensuring they are up-to-date and functional for all events
- Providing artist agencies with ticketing links, weekly sales figures and ticketing reports
- Being present at shows and handling door sales, guest lists and comps at the box office
- Preparation for settlement on show day
- Handling customer care by e-mail and telephone
- General administrative tasks in ticketing

### Knowledge and skills

- Experience in ticketing would be an asset but not a condition
- Fluent German and English (spoken and written), French would be a plus
- Flair for numbers
- MS Office
- Proficiency in the field of Excel
- Reliability and organizational talent
- Customer friendliness
- Flexible and stress resistant
- Passion for music and entertainment business

### Starting date:

Immediately possible or by agreement

### Application:

We look forward to receiving your application documents or any questions you might have via e-mail to [info@takk-abe.ch](mailto:info@takk-abe.ch).