



<https://www.internshipstoo.online/job/ln-concerts-seasonal-part-time-ticketing-coordinator/>

LN Concerts, Seasonal Part-time Ticketing Coordinator

Description

Live Nation Concerts is hiring a seasonal, part-time Ticketing Coordinator to support ticket operations for promoted shows held at third-party venues. The role combines ticket inventory management, reporting, event setup, internal ticket requests and coordination with venue and Ticketmaster partners.

Responsibilities

- Support day-to-day ticketing operations across assigned venues and markets.
- Monitor ticket sales and prepare sales reports, performance summaries and inventory updates.
- Maintain ticket inventory data across multiple ticketing systems.
- Process and track internal ticket-order requests accurately.
- Assist with financial reconciliation, reporting and ticketing records.
- Coordinate with Live Nation teams, promoters, Ticketmaster, venue box offices and other ticketing partners.
- Support event setup, ticket holds, releases and order processing.
- Perform quality checks for pricing, seating, inventory allocation and customer-facing event information.

Qualifications

- Bachelor's degree or an equivalent combination of education and relevant professional experience.
- Strong organization, problem-solving and multitasking skills.
- Excellent written and verbal communication.
- Proficiency with Microsoft Excel, Word and Outlook.
- Ability to learn ticketing systems and operational processes quickly.
- Ability to work independently under pressure while maintaining accuracy.
- Flexible availability for evenings, weekends and holidays, plus onsite event support when required.

Experience

Approximately 1-2 years of experience in ticketing operations, box-office administration, event operations, entertainment, hospitality or a related field. Ticketmaster experience is strongly preferred.

Skills

Ticketing operations, Ticketmaster, ticket inventory, event setup, Microsoft Excel, reporting, reconciliation, quality assurance, customer service, stakeholder coordination, problem solving.

Job Benefits

Hiring organization

Live Nation

Employment Type

Part-time

Duration of employment

Seasonal

Industry

Live Entertainment / Events

Job Location

Remote, United States, United States

Remote work possible

Working Hours

Seasonal part-time schedule with evening, weekend and holiday availability required. Some onsite event support may also be required.

Date posted

October 1, 2026

The role includes team training and professional-development opportunities. Other benefits depend on seasonal/part-time eligibility and company policy.

How To Apply

Apply through the current Live Nation listing: [Seasonal Ticketing Coordinator application](#).