

Box Office Ticket Seller (Part-Time)

Position Overview: Responsible for the accurate selling of tickets and providing superior customer service.

Responsibilities:

- Greet patrons and sell tickets in a professional and pleasant manner at the Kovalchick Convention and Athletic Complex
- Responsible for the correct and efficient exchange of monies for event tickets
- Responsible for knowing correct codes and discounts which are applicable to individual events
- Responsible for keeping oneself knowledgeable on the latest updates and information concerning events and functions to accurately inform patrons and employees
- Balance cash drawer at the end of each shift to ensure no overages or shortages have occurred
- Resolve complaints and concerns of patrons in a polite and professional manner
- Direct patrons to appropriate individual or department based on their request
- Responsible for keeping sales area organized to ensure easy shift changes
- Other duties as assigned

Minimum Qualifications:

- High School Diploma or equivalent combination of education and skills
- Must have a flexible schedule (work evenings, weekends)
- Must be reliable and capable of working independently
- Ability to type and efficiently enter data
- Good interpersonal and communication skills
- Previous customer service experience is a must
- Previous box office experience a plus

To apply, send resume and list of three references to kcacboxofficejobs@gmail.com.