

BOX OFFICE SELLER

Department: Box Office
Type: Part-Time, Hourly
Immediate Supervisor: Assistant Box Office Manager
Supervision Exercised: None

General Statement of Duties:

This position entails the selling of tickets and assisting of customer concerns and issues.

Areas of Responsibility:

- Provide Customer service and resolve customer related issues.
- Perform ticket selling functions.
- Offer information through our telephone line.
- Prepare daily balance.
- Perform other duties as assigned by the Box Office Manager or Assistant Box Office Managers.

Qualifications:

- Previous Customer service experience.
- Ability to work in a fast paced environment.
- Prior experience with cash.
- Previous Box Office experience an asset.
- Able to operate a computer.