

**TITLE:** Ticket Seller (Part-time)

**LOCATION:** LJVM Coliseum

**WORK SCHEDULE:** Part-time Work Hours

**HIRING SALARY:** \$8.00 per hour

**CLOSING DATE:** OPEN UNTIL FILLED

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**GENERAL DESCRIPTION:** Under immediate supervision, performs routine ticket selling work ensuring Coliseum/City Box Office rules and regulations are observed by patrons. Must have good credit history in that this position collects cash and makes change for ticket fees from patrons. Individuals must be customer service oriented and have a fan friendly attitude along with a professional appearance. Primary duties and responsibilities to include but not limit to: selling admission to Complex events, accept payments and make change for patrons, answer telephone as needed, adhere to all Ticket Seller policies set by the Complex.

**REQUIREMENTS:** Any combination of education and experience equivalent to a high school diploma and experience in dealing with the general public. Some knowledge of rules, regulations and ordinances pertaining to protection of public property, knowledge of cash handling protocol (i.e. making change and account for parking receipts/tickets): Must possess the ability to welcome/greet and interact with the public.

**PHYSICAL REQUIREMENTS: (Reasonable accommodations may substitute for any physical requirements listed):** Must be able to lift up to 25lbs and be able to walk considerable distance on a regular basis. Possess the ability to stand for long periods of time. Must possess clear, concise speech patterns and functional normal hearing; vision should be correctable to 20/20. Ability to engage in repetitive motion and activity. This position will work outdoors at times and will be exposed to adverse weather conditions.

**THIS POSITION IS NON-EXEMPT AND IS ELIGIBLE FOR OVERTIME PAY.**

**The City of Winston-Salem does not discriminate on the basis of race, creed, sex, color, age, political affiliation, national origin, religion or disability in its employment opportunities, programs, services or activities.**