



Position Announcement:
Greenville, South Carolina



POSITION: Part-Time Ticket Taker
DEPARTMENT: Finance
REPORTS TO: David Wilson
FLSA STATUS: Hourly/Non-Exempt

SUMMARY

This is a part-time, as needed position to handle taking tickets from patrons at various events under the direction of the Box Office Supervisor and Director of Finance.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Handle taking tickets from patrons at entrance door of various events.
- Ensuring tickets taken are for accurate date and time of event.
- Interact with public in a professional and hospitable manner.
- Work irregular hours as dictated by event schedule.
- Perform other duties as assigned by the Show Manager.

QUALIFICATIONS

- Excellent customer service skills.
- Professional demeanor including the ability to remain composed under pressure.
- Ability to work in a fast-paced environment.

EDUCATION AND WORK EXPERIENCE

- High school diploma, or equivalent
- Minimum of one (1) year of dealing with the public

PHYSICAL DEMANDS

- Daily sitting, speaking with customers.
- Ability to read printed words and numbers in printed form and on computer/terminal monitor.
- Hearing sufficient to clearly hear voices, alarms, bells and horns.
- Performing work through repetitive eye/hand coordination.
- Ability to distinguish color.
- Depth perception, peripheral vision and bringing objects into focus.

WORKING ENVIRONMENT/CONDITIONS

- Box Office environment

HOURS OF WORK AND TRAVEL REQUIREMENTS

- Irregular hours including nights and weekends; hours vary by event schedule and may be occasional throughout the year.

NOTE: The essential responsibilities of this position are described under the headings above. They may be subject to change at any time due to reasonable accommodation or other reasons. Also, this document in no way states or implies that these are the only duties to be performed by the employee occupying this position.

TO APPLY:

If you meet the minimum qualifications listed above and are interested in this position, please apply in one of the following ways:

Apply at:

<https://recruiting.adp.com/srccar/public/RTI.home?c=1152751&d=ExternalCareerSite&r=5000526220406&fromPublish=true#/>

Recruiter:

Christie Wright
SMG – Greenville Convention Center
One Exposition Drive
Greenville, South Carolina 29607

Applicants that need reasonable accommodations to complete the application process may contact 864-255-5864

SMG is an Equal Opportunity/Affirmative Action employer, and encourages Women, Minorities, Individuals with Disabilities, and protected Veterans to apply. VEVRAA Federal Contractor.