



Position Announcement:
Greenville, South Carolina



POSITION: Part Time Ticket Seller
DEPARTMENT: Finance
REPORTS TO: Director of Finance
FLSA STATUS: Hourly/Non-Exempt

SUMMARY

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

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Handle selling of tickets for cash or credit card.
- Sell tickets with variety of ticket prices and coupons making change correctly in fast-paced environment.
- 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

- Strong sense of urgency
- Must maintain a high energy, positive and professional appearance
- Must be able to follow timelines closely as directed by managers
- Ability to serve utilizing trays
- Ability to handle multiple events in a fast-paced environment
- Ability to lead part-time and temporary staff through all phases of an event
- Excellent communication skills
- Must be able to follow sanitation guidelines and enforce sanitation policies as specified by managers

EDUCATION AND WORK EXPERIENCE

- High school diploma, or equivalent
- 2 years of cash handling experience, preferably 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.

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=5000526214706&fromPublish=true#/.](https://recruiting.adp.com/srccar/public/RTI.home?c=1152751&d=ExternalCareerSite&r=5000526214706&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.