



Position- Ticket Seller
Facility Name- Booth Amphitheatre
Location- Cary, NC

POSITION: Ticket Seller
DEPARTMENT: Box Office
REPORTS TO: Box Office Manager
FLSA STATUS: Part-time/Hourly/Non-exempt

SMG, the leader in privately managed public assembly facilities, has an opening for a Ticket Seller at Booth Amphitheatre. This position primarily consists of assisting patrons with ticket purchasing as well as demonstrating excellent customer service to all patrons.

MAJOR RESPONSIBILITIES:

- Sell tickets and keep an accurate cash and ticket count of computer printed and/or hard tickets
- Distribute Will Call orders to patrons correctly
- Efficiently answer patron questions via phone and in person about that day's events and future events
- Accept payment and accurately make change as needed
- Maintain a positive attitude even in hectic situations and responds to customer needs in a timely manner without assistance if necessary
- Balance change bank, receipts and submit to Box Office Manager for verification
- Arrive to work on time and in appropriate uniform

QUALIFICATIONS:

- **Box Office experience required**
- Excellent customer service skills
- Etix Experience Preferred
- Ability to count money and give accurate change
- Available to work flexible hours, including days, nights & weekends
- Ability to work independently and or as part of a team
- Good communication skills; Listen & respond well to questions
- Pass background checks

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: All applications must be submitted online via the following link:

Apply at-

<https://recruiting.adp.com/srccar/public/RTI.home?c=1152751&d=ExternalCareerSite&r=5000459094206#/>

Recruiter-Chelsea Gibbs
SMG-Booth Amphitheatre
101 Wilkinson Ave
Cary, NC 27513

Applicants that need reasonable accommodations to complete the application process may contact 919-462-2025.

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