



JOB POSTING

AEG is committed to developing a diverse workforce reflective of the marketplace and the communities in which we do business. We believe a diverse workforce is not merely an advantage; it is mandatory for any company to be successful in today's business climate.

TITLE: Seat Marker
LOCATION: Rose Quarter (Portland, OR)

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| Reports To: Ticketing Manager | Status: Non-Exempt |
| Department: Ticket Operations | Supervises People? No |
| Salary Range: \$9.50/Hour | Hours: Part Time-Based on events scheduled |
| Required: Must be at least 18 years of age. | |

Job Summary and Description:

Perform all duties involved with numbering both rows and seats as necessary for each specific show. **This position is event-driven and requires a flexible schedule.**

Essential Duties and Responsibilities (in order of importance):

- Accurately label rows and seat numbers for all events.
- Responsible for reading a detailed CAD and numbering rows and seats accordingly.
- Must be able to communicate in a professional manner.
- Need to have legible handwriting.
- Other related duties as assigned.

Qualifications:

- Customer service skills a must.
- Must be detail oriented and able to follow direct instruction.
- High School level math skills, mathematical aptitude for working with numbers/making change.
- Positive customer service experience required.
- Excellent skill in customer relations, communications and problem solving.
- Ability to read, write, speak and comprehend English language proficiently.
- Ability to work flexible hours, nights, weekends and holidays as events merit.

Physical Requirements:

Percentage of time spent: **2%** sitting **98%** walking/bending

Attire – Grooming and Appearance:

- Shirts will be provided.
- Khaki, black or business casual pants acceptable. No denim pants or flip flops.
- Must meet all company and department grooming standards as outlined in the policy.
- Your appearance should be professional at all times.

The AEG Management OR, LLC Rose Quarter is an equal opportunity employer. We encourage all qualified individuals to apply for employment. If you require accommodations to complete the application, testing or interview process, please contact the Human Resources Department.