



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: Box Office Ticket Seller

LOCATION: Rose Quarter (Portland, OR)

Reports To:	Ticket Operations Managers	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 the ticketing of guests of the Rose Quarter events. Answer phones, sell tickets, print will-call and answer all questions from patrons. Provide professional customer service consistent with our first class venue. **This position is event-driven and requires a flexible schedule.**

Essential Duties and Responsibilities (in order of importance):

- Sells tickets for all events, including hard tickets for specific events.
- Responsible for counting money and coupons.
- Provides customer service on the phone and over the counter to patrons, answering questions regarding events and facilities.
- Accurately manage cash and credit card transactions.
- Assist in updating event information books.
- Other related duties as assigned.

Qualifications:

- Experience handling money and working with the general public.
- High School level math skills, mathematical aptitude for working with numbers/making change.
- Accuracy in handling financial transactions.
- Computer experience preferred, plus typing 10-key and keyboard experience.
- Positive selling skills and customer service experience required.
- Excellent skill in customer relations, communications and problem solving.
- Ticket system knowledge preferred but not required.
- 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: **98%** sitting **2%** walking

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.