



Get Up and Go!

JOB DESCRIPTION

POSITION:

HEAD TICKET SELLER

REPORTS TO:

OFFICE MANAGER/BOX OFFICE MANAGER
ASSISTANT BOX OFFICE MANAGER

SUPERVISES:

PART-TIME TICKET SELLERS

FACILITIES:

Erie Insurance Arena
Warner Theatre
Bayfront Convention Center

POSITION
SUMMARY:

The full-time ticket seller supervises the part-time sellers. This position, in conjunction with his/her supervisor, will determine the scheduling needs of the box office and provide the appropriate staff. He/she must be capable of balancing part-time sellers' daily sales and help find and correct the reconciliation of part-time sellers when needed. He/she must be able to learn the Ticketing system, the internal phone system and be able to train others as necessary. He/she shall supervise part-time employees to effectively and efficiently to meet the needs of the Authority's operations. He/she is expected to perform other duties as assigned by his/her supervisor.

QUALIFICATIONS:

The full-time ticket seller must possess a high school diploma. He/she must be competent in handling cash and able to reconcile all daily transactions. He/she must be able to communicate effectively with employers and the public. He/she must be able to work evenings, weekends and holidays. He/she must be able to walk, climb, lift fifty pounds and have manual dexterity and motor coordination. He/she must be bondable and pass a security/reference check.

SALARY RANGE:

\$30,000.00 - \$36,000.00 Year + Benefits Package

