

JOB TITLE: Event Cashier / Ticket Seller**Department:** Event Services**Reports To:** Event Cashier Supervisor, Ticket Seller Supervisor, Box Office/Parking Manager, Assistant Box Office/Parking Manager**Supervises:** N/A**Status:** Part-Time, Hourly Non-Exempt**SUMMARY:**

The Event Cashier sells an admission(s) into an event or the GRCC parking deck by means of a ticket or other authorized credential.

JOB DUTIES (including, but not limited to):

- Sell tickets to scheduled events and/or parking. Direct traffic in Parking Garage.
- On occasion, process utility service orders and be the point of contact for show exhibitors
- Balance cash receipts and tickets at the beginning and end of each shift worked.
- Work well with fellow employees and the public providing excellent customer service at all times.
- Perform other duties as assigned.

PREFERRED QUALIFICATIONS:

- Must have cash handling experience
- Communicate effectively in a polite and courteous manner with peers, guests, clients, and other authority personnel in reference to events and their location, time schedules, and pricing.
- Sell tickets to the general public over the counter, by mail order, or by telephone.
- Operate computerized ticketing machines and other office equipment by entering information, loading ticket stock, replacing ribbon, and following proper handling procedures.
- With assistance, reconcile cash receipts to generated reports and company procedures to verify daily sales.
- Be able to work quickly and efficiently in a fast paced environment.
- Respond to customer needs and complaints in a professional manner.
- Be at work on time as scheduled, ready to work, and in the proper departmental uniform.

MINIMUM EDUCATION AND EXPERIENCE

Must be 18 years of age or older. Must have a high school diploma or equivalent GED. Must have strong mathematical and customer service skills. Computerized ticket training preferred but may be substituted for on-the job training in sixty days of employment. Must pass a background check. Must be able to stand for long periods of time. Must be dependable and willing to work variety of schedules, including holidays, days, evenings, and weekends. **This is a part-time, as needed, position with no minimum number of hours guaranteed.** Work schedules are determined by event activity.

SALARY: \$13.00 per hour**HOW TO APPLY:** Download an application [here](#). Save a completed copy to your computer.

- I.) Email the completed application as an attachment to nmayo@greaterichmondcc.com
- II.) Print and fax the completed application to 804-225-0508 (fax)
- III.) Print and mail the completed application to: GRCC Human Resources
403 N. 3rd Street
Richmond, VA 23219

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