

JOB TITLE: Event Cashier/Ticket Seller

Department: Event Services

Reports To: Box Office/Parking Manager, Assistant Box Office/Parking Manager or a Cashier Supervisor

Status: Part-Time, Hourly Non-Exempt

SUMMARY:

The Event Cashier sells an admission(s) into an event or into the GRCC parking deck by means of a ticket or other authorized credential. An Event Cashier may also process utility orders on-site at a service desk within event space.

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: \$16.00 per hour

HOW TO APPLY: Download an application from our website at [Greater Richmond Convention Center Part-Time Employment Application](#). Complete the application and return in one of the following manners:

- i.) Email the completed application to: Jackie Rowley at JRowley@greaterrichmondcc.com
- ii.) Fax the completed application to: 804-225-0508 (fax) ATTN: Human Resources
- iii.) Mail the completed application to: GRCC Human Resources
403 N. 3rd Street
Richmond, VA 23219

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