



Box Office: Ticket Seller and/or Ticket Taker #1338

AREA OF INTEREST

Box Office

Job Title

Box Office: Ticket Seller and/or Ticket Taker

Employment Type

Part-time

Job Description

The Hampton Roads Convention Center, located at 1610 Coliseum Dr. Hampton, VA 23666 is currently hiring for both Ticket Sellers and Ticket Takers for our Box Office operation.

These positions are need-based and the hours will primarily be on weekends when shows are booked. Potential candidates will collect tickets, check and apply wristbands, sell tickets and issue Will Call tickets for public and private events held at the Hampton Roads Convention Center or any other designated facility as necessitated by promoters renting the facility. We are hiring for both Ticket Takers AND Ticket Sellers.

MAJOR RESPONSIBILITIES

- * Dealing courteously with the public face to face.
- * Accurate accounting for ticket stock and ticket revenue.
- * Maintain a cash drawer if selling tickets.
- * Provide information to the public regarding tickets and facility.
- * Assist customers with ticketing issues and complaint resolution.
- * Maintain a professional and polite relationship with co-workers, clients, and the public.
- * Maintain an organized work area in a professional, neat and clean manner.
- * Assist Box office manager and staff with any additional duties.
- * Adhere to Box Office policy and procedures.
- * All other duties/responsibilities as assigned. We love TEAM PLAYERS!
- * Must have reliable transportation and be able to report to work as scheduled.

WORKING CONDITIONS

- * Position requires excessive standing.
- * The working hours are scheduled based on the needs of promoters renting the facility. **PART-TIME ON-CALL scheduling.**
- * Shifts will be scheduled at a minimum of four (4) hours per event day. There is no guarantee of hours on a weekly basis.
- * Working hours will primarily be on weekends, but flexibility is desired as we sometimes have Friday events as well.

KNOWLEDGE, SKILLS & ABILITIES

- * High school or equivalent; HS diploma preferred.
- * Ability to follow oral and written instructions.
- * Skilled in communicating with the public and fellow team members.
- * Must have a valid Virginia vehicle driver's license.
- * Available nights, weekends, and holidays; and **can work flexible schedules.**
- * Ability to stand for long periods of time.
- * Must be able to communicate precisely and accurately.

Apply at- <https://recruiting.adp.com/srccar/public/RTL.home?c=1152751&d=ExternalCareerSite>

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