

**SMG/PEORIA CIVIC CENTER**  
**JOB DESCRIPTION**  
(Part-Time Position)

**FLSA: part time hourly, non-exempt**

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**POSITION TITLE:** TICKET SELLER

**DEPARTMENT:** BOX OFFICE

**RESPONSIBLE TO:** TICKET SELLER SUPERVISORS and MANAGERS

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**MAJOR FUNCTIONS:**

1. Sell tickets to the public including computerized tickets and hard tickets.
2. Relate to public in a helpful, professional manner.
3. Keep necessary records, verify beginning cash drawer balance and count ending balance; Making sure to maintain proper controls as set forth by the Box Office Manager.
4. Perform clerical functions to support Box Office.
5. Other duties as assigned.

**QUALIFICATIONS:**

High School Diploma or equivalent preferred. Previous computerized ticketing experience helpful. Prior cash handling and customer service experience preferred. PC knowledge and experience preferred. Good communication, interpersonal and organizational skills necessary. Will have to pass a back ground check and sign cash handling procedure.

**HOURS:**

Hours are primarily evenings and weekends. No guaranteed hours per week. Hours assigned according to event schedule.

**TO APPLY:**

This position offers a competitive salary and benefit package. Please send a copy of your most recent resume and cover letter which includes salary requirements to:

Human Resource Manager  
Employment@peoriaciviccenter.com  
Peoria Civic Center  
201 SW Jefferson Ave.  
Peoria, IL 61602  
Fax: (309) 680-3585

SMG is an Equal Opportunity/Affirmative Action employer,  
And encourages Women, Minorities, Individuals with Disabilities, and protected Veterans to apply. VEVRAA  
Federal Contractor.