

SMG JOB DESCRIPTION
A Part time Position

JOB TITLE:	PT BOX OFFICE SUPERVISOR
FACILITY:	Peoria Civic Center
DEPARTMENT:	Box Office
REPORTS TO:	Box Office Manager
SUPERVISES:	Ticket Sellers

POSITION SUMMARY:

Supervises all ticket seller functions and supports the Box Office Manager and PT Ticket Seller Supervisor as required.

MAJOR RESPONSIBILITIES:

- Maintaining event info books, and information board.
- Handling cash according to established procedures; preparing ticket sellers' cash drawers and balancing ticket sellers cash drawers at end of shift; keeping appropriate records; maintaining safe cash levels; ordering cash; supervising cash handling procedures; count safe.
- Inspecting the appearance of the box office; inventory supplies including ticket stock, envelopes, and deposit slips.
- Selling tickets to the public as required.
- Assisting the Box Office Manager on projects as assigned.
- Distributing and tracking consignments.
- Filling mail orders and group sales orders.
- Working with event coverage as assigned.
- Entering data, updating spreadsheets, and producing executive sales report.
- Build events under supervision of the Box Office Manager.
- Pull comps when requested by promoters or Box Office Manager.
- Provide daily and weekly ticket sales wraps.

WORKING CONDITIONS:

Position is not substantially exposed to adverse environmental conditions. Position requires a flexible work schedule. Work hours also coincide with events as needed. Physical requirements for position are minimal. Ample finger dexterity to operate keyboard. Perceiving the nature of sounds, with or without correction is required. Visual acuity to prepare and analyze data and figures. Ability to climb stairs and to walk long distances is required.

HOURS:

Hours of work are irregular and as required by events, primarily evenings and weekends. Expect approximately 30 hours during the season, and 20 hours out of season. No guaranteed hours per week. Hours assigned according to event schedule.

EQUIPMENT USED:

Equipment used includes the TicketMaster ticketing system, personal computer, calculator, Microsoft Excel, Microsoft Word, credit card verification machine, copy machine.

KNOWLEGE, SKILLS AND ABILITIES:

- Supervisory experience required.
- Prior ticketing experience preferred.
- Knowledge of computers helpful.

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@peoriaviccenter.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.

<p>This description portrays in general terms the type and levels of work performed and is not intended to be all-inclusive or to represent specific duties of any one incumbent. The knowledge, skills, and abilities may be acquired through a combination of formal schooling, self-education, prior experience, or on-the-job training.</p>
