Note: additional job duties will be for ticket takers/ushers for the Prairie View Center throughout the year

GENERAL DESCRIPTION OF POSITION

This position will set up, arrange, and tear down tables and chairs for events; check, accept, and scan pre-purchased printed and/or electronic tickets for entry to Railyard Live (May-September, Fridays and Saturdays), Victory Theater (year-round irregular), and Prairie View Center (irregular) events; be responsible for selling or issuing tickets and issuing pre-purchased tickets via will call; provide excellent customer service through their interactions with guests.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Greet patrons attending entertainment events.

2. Collecting and verifying pre-purchased physical or electronic admission tickets/passes at venue entry.

3. Selling tickets at venue entry and issuing pre-purchased will call tickets.

4. Assist patrons with event information, locating facilities and finding lost articles/persons.

5. Inform appropriate supervisor or public safety official in cases of disorderly and dangerous conduct.

6. Guide or instruct patrons in case of emergency.

7. Prepare venue for opening and reset for closing, including setting up, arranging, and tearing down tables and chairs.

8. Perform any other related duties as required or assigned.