Seasonal Ticket Staff Shift Lead

2024 Position Overview

The Seasonal Ticket Shift Lead supports all ticket sales activities and responsibilities to meet the objectives and goals of the Greeley Independence Stampede. Supervision is provided by the Ticket Operations Manager, Ticket Operations Assistant Manager and Greeley Stampede CEO.

Essential Job Functions

- Supervise Seasonal Ticket Office Staff
- Assist with printing Sponsor ticket and premium seating packages
- Use the Pac7 ticket system to process orders, accept payment, and print tickets
- Provide excellent customer service to guests including the ability to handle issues
- Assist seasonal staff with balancing cash drawers and printing daily sales report
- Communicate any issues to Ticket Manager or Assistant Manager
- Support general office duties
- Assist with event set up and clean up as needed
- Will be rotated between the box offices or admission scanners as needed

Minimum Qualifications

- Computer experience including Microsoft Office
- Oral and Written communication skills
- Ability to read, write, and speak English fluently
- Experience supervising a team of staff
- Valid Drivers License and Reliable vehicle
- Flexible schedule to fit the needs of event and peak times, including weekends and evenings
- Cash handling and sales experience

Preferred Skills

- Bilingual
- Box Office or ticket sales experience
- Previous work or volunteer experience at the Greeley Stampede
- Experience handling high stress situations and fast paced environments
- Detail Oriented and Interpersonal skills

Projected Work Schedule

20-30 hours a week from May-June 25
40+ hours a week June 26- July 7
5-10 hours a week July 7- 10

The Seasonal Ticket Staff is a seasonal hourly non-exempt position. The position requires flexible scheduling!

Compensation & Benefits

- Hourly range: $15-$16
- Benefits: N/A

This job description is not intended to be all inclusive. Employee may be asked to perform other duties as needed to meet the needs of the organization and event.