



---

**Job Title:** Box Office Staff Member  
(Ticket Seller, Parking Lot Attendant)

**Status:** Part-Time Hourly. No more than 30 hours a week

**Position Overview:**

A superior friendly attitude towards the guests of the Mississippi Coast Coliseum and Convention Center is essential. Under the general direction of the Box Office Manager, the staff works towards the overall direction of the box office methods of ticket sales and/or parking lot efficiency for events hosted at the Mississippi Coast Coliseum and Convention Center.

**Essential Duties and Responsibilities**

*Duties and Responsibilities may include, but are not limited to, the following:*

- Punctuality and good attendance habits are required.
- Strong math skills and the ability to work quickly and efficiently are pluses.
- Ticket sellers handle ticket sales by maintaining accurate count of tickets sold and money received from event guests.
- Help to ensure that ticket buyers receive good customer service and have a positive experience with the Coliseum Box Office.
- Parking Lot Attendants ensure accurate inventory of parking tickets and guests receive good customer service and have a positive experience with the Coliseum overall.

**Physical Requirements:**

- Candidates must be able to work outside in a wide variety of weather conditions and able to stand (or sit) up to 6+ hours without a break.

**Experience Preferred**

One year of experience in event ticket sales is a plus.

\*Must have a valid Driver's License or ability to obtain one.