



**Position: Part-time Ticket Seller**

**Department: Box Office**

**Reports to: Box Office supervisors and managers**

**FLSA Status: Part-time, Hourly, Non-exempt**

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**Summary:**

The Part-time Ticket Seller provides excellent service to customers seeking to purchase tickets for Peoria Civic Center events by explaining available seating options and facilitating ticket sales.

**Essential Duties and Responsibilities:**

- Answer box office telephones and provide information to callers.
- Professionally interact with the public via telephone or in-person.
- Maintain accurate transaction records; verify beginning cash drawer balance and ending drawer balance.
- Accurately count cash and give appropriate change.
- Maintain security and control of company assets at all times.
- Follow physical safety procedures and report deficiencies to supervisors.
- Perform clerical functions to support Box Office operations.
- Other duties as assigned.

**Supervisory Responsibilities:**

There are no direct reports for this position.

**Minimum Qualifications:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- English language fluency, written and verbal, required.
- Must be 18+ years old to apply.
- Friday evening, Saturday, Sunday work availability. No minimum number of hours per week.
- Ability to be at the assigned work location at the scheduled time.

**Education and / or Experience:**

- High school diploma/GED
- Experience in a direct customer service role preferred.
- Experience in a cash-handling role preferred.

**Skill and Abilities:**

- Ability to pass a required background check.

- Organizational skills required to maintain transaction records.

**Computer Skills:**

- Computer competency required to search availability of tickets and complete transactions.

**Other Qualifications:**

- Must have reliable transportation.

**Working Conditions and Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Physical requirements include the ability to occasionally lift up to 25 lbs.
- This position requires the incumbent to sit for long periods of time while interacting with office equipment (telephone, computer), and to see, speak and hear sufficiently to communicate with the public while performing sale transactions.

**To Apply:**

Apply via Indeed.com or the [ASM Global Career Portal](#).

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The essential responsibilities of this position are described under the headings above. They may be subject to change at any time due to reasonable accommodation or other reasons. Also, this document in no way states or implies that these are the only duties to be performed by the employee occupying this position.

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

Applicants who need reasonable accommodations to complete the application process may contact the Peoria Civic Center Human Resources at [mjohnson@peoriaciviccenter.com](mailto:mjohnson@peoriaciviccenter.com).