



**Position: Ticket Seller Supervisor - Part-time**

**Department: Box Office**

**Reports to: Box Office Manager**

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

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**Summary:**

The Ticket Seller Supervisor supports Box Office operations at the Peoria Civic Center through supervision of part-time ticket sellers during evening and weekend events.

**Essential Duties and Responsibilities:**

- Cash handling according to established procedures.
- Prepare ticket seller cash drawers at shift start.
- Audit/balance ticket seller cash drawers at shift end.
- Ensure selling supplies are stocked and available for ticket sellers.
- Sell tickets to patrons as needed.
- Fill group sales orders.
- Enter data, update spreadsheets, produce executive sales report.
- Assist the Box Office Manager with building events as assigned.
- Provide sales information to authorized parties as needed.
- Produce daily and weekly ticket sales reports.
- Other duties as assigned.

**Supervisory Responsibilities:**

Part-time Ticket Sellers report to 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, verbal and written.
- Minimum 18 years of age to apply.
- Complete the ASM Global online application for employment.
- Successfully pass a background check.

**Education and / or Experience:**

- High School Diploma or equivalent.
- Supervisory experience required.
- Prior ticketing experience preferred.

**Skill and Abilities:**

- Ability to work a flexible part-time schedule according to the schedule of events.
- Availability to work evenings, weekends, and holidays as needed.
- Ability to work with a high degree of accuracy in a fast-paced environment.
- Ability to accurately count cash.
- Ability to effectively train staff.
- Professional communication skills, written and verbal.

**Computer Skills:**

- Proficiency in use of electronic mail.
- Familiarity with MS Office, including Word and Excel.
- Ability to use an electronic timeclock for recording of work hours.
- Ability to use ticketing equipment, calculator, telephone, credit card machine.

**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.

- Ability to lift up to 25 lbs.
- Speak and hear sufficiently to effectively communicate with patrons and staff.
- Ability to navigate narrow passageways, and to work in confined spaces.
- Ability to work while seated for long periods of time.
- Ability to count cash and to work at a computer.

**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).