

## **Metropolitan Exposition-Recreation Commission**

Class No:	8060	Established:
Title:	Advance Seller	Revised:
Range:	810	EEO: 1
Bargaining Unit:	IATSE, B-20	AA: 12
FLSA:	Non-exempt	

### **GENERAL STATEMENT OF DUTIES:**

Responsible for selling tickets prior to various events at MetroERC facilities.

### **SUPERVISION RECEIVED:**

Supervision is received from the Director of Admissions.

### **SUPERVISION EXERCISED:**

None.

### **EXAMPLES OF PRINCIPAL DUTIES:**

An employee in this classification may perform any of the following duties. However, these examples do not include all the specific tasks which an employee in this classification may be expected to perform.

- Sells advance tickets inside the main box office.
- Prepares daily mail order reports, tallying how much mail has gone out, the number of pieces, etc.
- Mails tickets and charge receipts out to customers.
- Receives incoming checks for ticket requests, comparing amount against the purchase price of the tickets, etc.
- Keeps ticket racks full, counts audit stubs and money when time permits.
- Performs other related duties as assigned, such as preparing event signs and color coding seating arrangements.

Page 2

Job Code: 8060

Title: Advance Seller

**RECRUITING REQUIREMENTS:**

**KNOWLEDGE, SKILL, ABILITY:**

- Knowledge of and ability to use basic mathematical skills.
- Ability to work effectively with the general public.
- Ability to understand and comprehend MetroERC Box Office and Admissions Rules and Regulations as well as the MetroERC facilities' physical layout.
- Ability to communicate clearly and precisely, both orally and in writing..
- Ability to handle money accurately.

**EXPERIENCE AND TRAINING:**

One year experience handling money and working with the general public. Prior ticket selling experience is helpful. Must be able to tolerate inclement weather. Must be age 18 or older. Must be able to meet bonding requirements. Must be available to work evenings, weekends and holidays.

**LICENSES:**

Possession of, or ability to obtain, a Cardio Pulmonary Resuscitation certificate.