



Job Title: Ticket Seller (PART-TIME)
Company: Capital Improvement Board of Managers
Department: Ticket Office
Reports To: Ticket Office Manager

POSITION SUMMARY: The Ticket Seller assists in the Ticket Office operations during events. Accountability is to the Ticket Office Assistant Manager and/or Ticket Office Manager.

DUTIES:

- Utilizing Ticketmaster operating system.
- Sell tickets to the public.
- Retrieving tickets from files for will call customers.
- Answer phone lines and direct calls to appropriate department.
- Operating Customer service window and responding to customer inquiries, when needed.
- Other duties as assigned by the Ticket Office Manager or the Ticket Office Assistant Manager.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Must have the ability to work with efficiency and composure under stressful conditions and have the ability to interact positively with the public, clients, and co-workers. **Must be able to work fluctuating hours including evenings and weekends.**

EDUCATION/EXPERIENCE:

One year certificate from college or technical school; or three to six months related experience and/or training or equivalent combination of education and experience.

LANGUAGE SKILLS:

Ability to effectively present information one-on-one and small group situations to customers, clients and other employees of the organization.

MATHEMATICAL SKILLS:

Ability to add, subtract, multiply, and divide during cash transactions.

KNOWLEDGE, CERTIFICATES, LICENSES, REGISTRATIONS:

- Basic knowledge of computer entry and retrieval procedures.
- Knowledge of Ticketmaster operating system preferred.

PHYSICAL DEMANDS and WORK ENVIRONMENT: This position requires constant sitting and repetitive finger movement. Frequent walking and occasional climbing stairs, stooping, kneeling, and repeated bending.

Individuals interested in applying for this position should submit a resume and/or application to the Human Resources office at jobs@icclos.com

Address:

Human Resources
Indiana Convention Center & Lucas Oil Stadium
100 South Capitol Avenue
Indianapolis, IN 46225