

Metropolitan Exposition-Recreation Commission

Title: Show Seller
Job Code: 8065/8029
Pay Range: 815
FLSA Status: Non-exempt

Bargaining Unit: IATSE B20
Established:
Revised: 3/1/04
EEO Category: Service/Maintenance

CLASSIFICATION DESCRIPTION

Sell tickets during scheduled events at MERC facilities

SUPERVISION RECEIVED

Supervision is received from the Director of Admissions

SUPERVISION EXERCISED

None

DUTIES AND RESPONSIBILITIES

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.

1. Arrives prior to a specific show and generally works in booths outside the MERC facility.
2. Responsible for ticket inventory and cash controls.
3. Sells tickets to the general public during facility events.
4. May be asked to serve as "moneymen" for the day, which includes balancing out money show trays against ticket sales.
5. Checks in event sellers, tabulates ticket sales, balances out money receipts, summarizes sales on daily advance sales reports and prepares deposit for event.
6. Performs other related duties as assigned.

JOB SPECIFICATIONS

EDUCATION AND EXPERIENCE

One year of experience handling money and working with the general public
Any combination of education and experience that provides the necessary knowledge, skills and abilities to perform the classification duties and responsibilities

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

Prior ticket selling experience is helpful

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LICENSES

Possess or have the ability to obtain a CPR/AED certification

KNOWLEDGE, SKILL, ABILITY

- Use basic mathematical skills
- Work effectively with the general public
- Understand and comprehend MERC Box Office and Admissions Rules and Regulations as well as the MERC facilities' physical layout
- Communicate clearly and precisely, both orally and in writing
- Handle money accurately