



CAROLINA MUDCATS BASEBALL CLUB
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Position Description

Ticket Seller

Summary Ticket Sellers will sell game tickets to patrons at the live gate ticket windows. Ticket Sellers will report direct to the Box Office Coordinator upon arrival, be provided with ticket bank and will immediately go on sale with tickets still available through the ticketing system. Ticket Sellers will report at least 1.25 hours to game time and will stay until the later innings of the game or until released by supervisor.

Essential Duties and Responsibilities include the following. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Other duties may be assigned (which include answering phones or working as a Ticket Taker when needed).

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. Previous ticketing system experience preferred but not required. Strong communication and customer service skills a must, must be able to maintain neat appearance, must balance ticket revenue drawer nightly, must be able to perform under high stress levels and potentially volatile situations.

Computer Skills

To perform the job successfully, an individual should have knowledge of Microsoft office software including Word, Excel, PowerPoint, Access, Outlook, and Internet Explorer.

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.

While performing the duties of this Job, the employee is frequently required to use hands to finger, handle, or feel and talk or hear. The employee is frequently required to reach with hands and arms. The employee is frequently required to stand; walk; sit and stoop, kneel, crouch, or crawl. The employee must frequently lift and /or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision and ability to adjust focus.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is regularly exposed to outside weather conditions, which may include heat, cold and various forms of precipitation.

The employee is occasionally exposed to moving mechanical parts.

The noise level in the work environment is usually moderate.

Work Hours

Hours vary according to the game and event schedule.



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