

# TICKET OFFICE WINDOW ATTENDANT



## OKC DODGERS JOB DESCRIPTION

Our Ticket Office Window Attendants play a critical role in the overall fan experience at Chickasaw Bricktown Ballpark. Ticket Office Window Attendants must perform their duties in an efficient and professional manner and must be outgoing, reliable and conscientious.

### EXPECTATIONS:

- Strong customer service skills
- Always act in a positive and professional manner; striving to exceed customer expectations
- Basic knowledge, understanding, and comfortability of computers
- Data entry skills
- Work well in fast-paced environment
- Cash-handling ability
- Maintain a well-groomed appearance and be in uniform
- Understanding of the ballpark layout including seating locations and hospitality spaces
- Retain knowledge pertaining to the different types of tickets and their amenities

### WORKING CONDITIONS:

- Air-conditioned ticket office
- Duties will require working nights, weekend and holidays

### PERFORMANCE EVALUATIONS:

- Management staff/supervisors will be evaluating your job performance on a continual basis