

RICHMOND FLYING SQUIRRELS JOBS



Position: Ticket Seller

Department: Box Office

Reports to: Director of Ticket Sales

FLSA Status: Non-Exempt Part-Time

The Richmond Flying Squirrels, Double-A affiliate of the San Francisco Giants, has an immediate opening for Ticket Sellers. This position is responsible for the sale of tickets to Richmond Flying Squirrels home games at The Diamond.

Major Responsibilities:

- Open and/or close ticket window as required
- Accurately dispense tickets as requested by patrons; accept payment and make change accurately
- Maintain accurate count when selling hard tickets or access computer for count of computer-printed tickets
- Complete daily ticket sales report; keep accurate daily balance sheet of cash received and tickets sold; balance the sales and change banks; submit cash to Director of Ticket Sales or other designated manager for audit
- Demonstrate excellent customer service skills; respond promptly to customer needs; respond to requests for service and assistance; work independently to handle most box office questions without assistance
- Efficiently and courteously answer questions concerning prices, seating, and game dates

Qualifications:

- Ability to count money and make change accurately
- Ability to listen and follow instructions
- Ability to input data into a computer to record sales transactions
- Good communication skills: listen and get clarification, respond well to questions; able to read and interpret written information
- Good problem-solving skills and organizational ability
- Ability to work independently and as a member of a team
- Ability to work flexible hours including daytime, evening, weekends, and holidays, as needed
- Must be able to speak, read, and write English
- Must have professional attitude and appearance

To apply for this position, please print and complete the **CANDIDATE INFORMATION FORM**. The completed form may be returned to the Flying Squirrels Front Office at The Diamond, or scanned and emailed to staffing@squirrelsbaseball.com.