**CITY OF TEMPE**

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**Temporary Employment Opportunity**

Community Services ⬝ Tempe Center for the Arts ⬝ 700 West Rio Salado Parkway ⬝ 480-350-2829 ⬝ TDD (480) 350-8400

**Box Office Cashier**

City of Tempe / Community Services / Tempe Center for the Arts

**Opening Date:** July 14, 2016

**Closing Date:** Open until the needs of the City are met.

**Hourly Wage:** $12.50 per hour

**Work Schedule:** Varies. Weekly schedules to be determined by TCA management and limited to nineteen (19) hours or less per week. Evening and weekend availability is necessary.

**This is a temporary non-benefitted position.**

**Experience & Training:** 1 year of customer service, retail, or box office experience preferred. Ability to operate a computerized ticketing system, politely interact with patrons and accurately balance a cash drawer is required.

**Licenses/Certifications:** None

**Essential Job Functions:** Duties may include, but are not limited to, the following:

* Provide all patrons a positive first impression of Tempe Center for the Arts by offering friendly, prompt, and accurate customer service.
* Accurately operate the computerized ticketing system to sell tickets for TCA events.
* Demonstrate excellent problem-solving skills.
* Accurately organize and distribute will call tickets.
* Provide information regarding the TCA facilities and events and the City of Tempe via face-to-face communication and telephone.
* Assist with miscellaneous box office projects as directed.
* Communicate positively with guests to establish their needs efficiently and courteously.
* Balance and account for cash and credit card receipts from sales transactions.

**Examples of Physical and/or Mental Activities:**

* Must be able to sit or stand for long periods of time
* Must be able to move boxes up to 30 pounds
* Must quickly and calmly navigate high-stress situations

**Applicant Requirements:**

* Education equivalent to the completion of twelfth grade.
* Requires successful completion of selection process, completion of background investigation and verification of identity/work authorization.

**Selection Criteria:**

 Applicants will be reviewed and only the most qualified applicants will be interviewed. Criteria will be based on knowledge, skills, abilities, availability, and experience of successful candidate.

**SUBMIT APPLICATION TO:**

**City of Tempe**

**Tempe Center for the Arts**

**700 West Rio Salado Parkway**

**Tempe, Arizona 85281**

**For questions, please contact:**

**Kara Osburn / Box Office Coordinator**

**Kara\_Osburn@tempe.gov**

**480-350-2823**

An equal opportunity/reasonable accommodation employer