



Position: Box Office Assistant

Department: Ticketing Operations

Reports To: Director of Ticket Operations

Salary: Hourly - \$9.00 per Hour

The Wichita Wind Surge has openings for Box Office Assistants. The Box Office Assistant works directly with the front office. The Box Office Assistant will be focused on day-to-day box office operations which will include both gameday and non-gameday events. Some positions can lead to full-time positions during the internship or other positions within the company at the completion of the internship.

Job responsibilities:

- Assist Box Office Manager with paperwork needs including filing & organizing
- Process ticket sales at the box office and assist with group sales when requested.
- Answer basic questions concerning admission fees, schedules, upcoming events, rain policies and ticket policies.
- Balance all applicable transactions for the date of service and complete all necessary reports before departure.
- Open and count all cash, vouchers, coupons, or credit cards received during daily sales.
- Keep daily balance sheet of cash received and tickets sold in the form of a sales report.
- Provide guests with directions or other general venue information
- Assists with various administrative tasks including preparing letters, flyers and processing of bulk mailings as needed
- Operate standard office equipment including:
 - Computer
 - Printer
 - Copy machine
 - Calculator
 - Fax machine
- Transmit facsimile documents to specified locations or lists in an accurate manner
- Delivery of various sales materials including flyers, posters and schedules
- Attends weekly sales & staff meetings
- Office hours of 9 a.m. until 5:00 p.m. Monday-Friday (In-Season Hours Vary)
- Respond to and participate in all tarp calls during office hours
- Provides basic assistance with loading and unloading stock/equipment from delivery vehicle.
- Opportunity to earn additional income based on sales

Qualifications

- Must be currently attending a college or university
- Be able to work all game dates, extended hours are required
- Have strong organizational skills
- Have an ability to adapt to a fast-paced, multi-task work environment
- Have superior oral communication, writing and editing skills
- Highly motivated with strong work ethic
- Have a strong desire to work in a team environment

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.

- Lift and carry up to 50 pounds at a time, perform various activities such as constant standing, walking, frequent bending, reaching, kneeling and squatting
- Ability to stand for up to 8+ hours
- Ability to work long hours, weekends and holidays
- Ability to work in a noisy environment

This job description is intended to describe the general nature, complexity and level of work to be performed by employees assigned to this position and is not to be construed as an exhaustive list of responsibilities, duties and/or skills required. It does not prescribe or restrict the work that may be assigned. Furthermore, this does not establish a contract for employment and is subject to change at the discretion of the company.

Please send all Cover Letters and Resumes to jobs@windsurge.com.