

# GREATER RICHMOND CONVENTION CENTER

## JOB DESCRIPTION

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### JOB TITLE: Event Cashier

**REPORTS TO:** Event Cashier receives his/her main supervision from the Box Office/Parking Manager, Assistant Box Office/Parking Manager, and Cashier Supervisor. Additional supervision can also come from the Director of Event Services and Event Managers

**STATUS:** Non-Exempt, Part-Time

**SUMMARY:** The Event Cashier sells event tickets or parking tickets depending on the need of the event.

### JOB DUTIES:

- Sell tickets to scheduled events and/or parking.
- Direct traffic in Parking Garage
- On occasion, process utility service orders and be the point of contact for exhibitors to trade and consumer shows.
- Balance cash receipts and tickets at the beginning and end of each shift worked.
- Work well with fellow employees and the public in providing excellent customer service at all times.

### PREFERRED QUALIFICATIONS:

- Must have cash handling experience
- Communicate effectively in a polite and courteous manner with peers, guests, clients, and other authority personnel in reference to events and their location, time schedules, and pricing. This is in person or by telephone.
- Sell tickets to the general public over the counter, by mail order, or by telephone.
- Operate computerized ticketing machines and other office equipment by entering information, loading ticket stock, replacing ribbon, and following proper handling procedures.
- With assistance, reconcile cash receipts to generated reports and company procedures to verify daily sales.
- Be able to work quickly and efficiently in a fast paced environment.
- Respond to customer needs and complaints in a professional manner.
- Be at work on time as scheduled, ready to work, and in the proper departmental uniform.
- Perform other duties as assigned

### MINIMUM EDUCATION AND EXPERIENCE

Must be 18 years of age or older. Must have a high school diploma or equivalent GED. Must have strong mathematical and customer service skills. Computerized ticket training preferred but may be substituted for on-the-job training in sixty days of employment. Must pass a background check and be bonded through the insurance carrier. Must be able to stand for long periods of time. Must have a valid Virginia identification card or driver's license. Must be dependable and willing to work variety of schedules, including holidays, days, evenings, and weekends. **This is a part-time, as needed position with no minimum number of hours guaranteed. Work schedules are determined by event activity and on an as needed basis.**

**SALARY:** Starts at \$8.25. After 1000 hours work will receive \$.50 increase.

**TO APPLY:** Visit [www.richmondcenter.com](http://www.richmondcenter.com), click EMPLOYMENT, download application and mail or deliver to

**GRCC Human Resources**  
**403 N 3<sup>rd</sup> St**  
**Richmond, Va 23219**