



**The Box Office Representative works part time and maintains positive customer relationships by utilizing exemplary customer service skills and knowledge of Box Office policies and procedures.**

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Answer all customer questions with accuracy and confidence.
- Provide value added information to supervisors to enhance our customer service opportunities.
- Contribute in the expansion of Box Office growth by supporting departmental and organizational objectives.
- Work performance events at the Box Office as needed.
- Assist in the printing of will-call tickets.
- Utilize available search tools and techniques to identify and sell events.
- Will ensure 100% accuracy in the daily sales reports as signed off by the supervisor.

#### **REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES**

- Skilled in data entry.
- Excellent customer service skills.
- Able to demonstrate sound judgment, integrity, and ethical behavior in all daily activities.
- Able to work flexible hours including nights, weekends, and holidays as needed.
- Skilled in Windows based programs, including Word, Outlook, Excel, and PowerPoint.
- Able to communicate effectively, in verbal and written, in English.
- Able to work effectively and positively with others.

#### **REQUIRED EDUCATION AND EXPERIENCE**

- High School or High School Equivalent or any equivalent combination of training and experience.

If you are interested in this opportunity, please submit your resume to:  
**[borsearch@browardcenter.org](mailto:borsearch@browardcenter.org)**. Preference will be given to local applicants. **No Phone Calls Please!**