

Name: _____



The Broward Center builds community through the arts by delivering quality entertainment, educational opportunities and memorable moments that engage and inspire audiences, nurture collaboration and drive economic vitality.

The **Part Time Merchandise Coordinator- Event** supports the Theater Manager in coordinating merchandise sales at the Parker Playhouse while creating a positive, memorable experience for patrons.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Provide complete instructions to staff, provide accurate information to clients, and maintain communication with the Theater Manager regarding merchandise sales.
- Interact with clients and potential clients in a polite and courteous manner.
- Reconcile all bank bags, monies in safe and/or cash boxes, and proper handling of bank distribution.
- Function as a Merchandise Seller as needed.
- Hire, train, and/or develop additional Merchandise Sales Staff, when necessary.
- Check in and account for merchandise with vendor prior to each event and will settle merchandise sales upon conclusion of merchandiser's final event.
- Make deposits nightly and drop deposits down the night safe.
- Maintain a neat and professional appearance at all times, following the dress guidelines established.
- Collect payment for events and process with the Finance Department.
- Work assignments vary by demand, time of year and /or season. Individuals will remain employees of the Performing Arts Center despite fluctuation in availability of work.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

- Able to work a flexible schedule, including nights, weekends, and holidays as needed.
- Able to provide excellent customer service.
- Able to effectively and efficiently multitask, set priorities, shift priorities, and adapt to changes.
- Able to communicate effectively, both verbal and written, in English.
- Skilled in Windows based programs, including Word, Outlook, and Excel.
- Skilled in retail transactions (i.e., cash, check and charge purchases).
- Able to accurately manage a register/drawer/bank of money.
- Able to work effectively with others.

REQUIRED EDUCATION AND EXPERIENCE

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

Interested candidates should submit their resume to merchcoordsearch@browardcenter.org