

Metropolitan Exposition-Recreation Commission
Classification Description

Title:	Show Seller	Bargaining Unit:	Non-Represented
Job Code:	8029	Established:	November 2013
Range:	121	Revised:	
FLSA:	Non-exempt	EEO:	Administrative Support

Description:

Sell tickets during scheduled events at the Portland **Expo** Center.

Supervision Received:

Supervision Exercised:

None.

Duties and Responsibilities:

An employee in this classification may perform any of the following duties. However, these examples do not include all the specific tasks which an employee in this classification may be expected to perform.

1. Arrives prior to a specific show and generally works in booths outside the facility.
2. Has ticket inventory and cash controls responsibility.
3. Sells tickets to the general public during facility events.
4. May be asked to serve as “moneymen” for the day, which includes balancing out money show trays against ticket sales.
5. Checks in event sellers, tabulates ticket sales, balances out money receipts, summarizes sales on daily advance sales reports and prepares deposit for event.
6. Performs other related duties as assigned.

Experience and Training:

- One year experience handling money and working with the general public
- Prior ticket selling experience is helpful
- Must be able to tolerate inclement weather
- Must be age 18 or older
- Must be able to meet bonding requirements
- Must be available to work evenings, weekends and holidays

Knowledge, Skill, Abilities:

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- Basic mathematical skills
- Work effectively with the general public
- Understand and comprehend Box Office and Admissions Rules and Regulations as well as the facilities' physical layout
- Communicate clearly and precisely, both orally and in writing
- Handle money accurately

LICENSES:

Possess or have the ability to obtain a Cardio Pulmonary Resuscitation certification