



Do you have exceptional customer service skills? Love working with people? Do you like a fast paced environment where each day brings something new? If this sounds like you, then the Kentucky Exposition Center Box Office is your next career path!

Essential functions performed by the Box Office Sales Associate are:

- Responsible for selling computerized tickets for all KEC events and remote sales during regular Box Office hours, including weekends and evenings as events dictate;
- Accountable for daily balance of ticket sales, including credit card transactions;
- Communicates information to the public by phone, mail and in person;
- Handles updates and maintains mailing lists and email blasts. Prepares event mailing distribution;
- Interprets Box Office policy to the public, staff and clients;
- Prepare and review operational records and reports in compliance with department and Finance reporting requirements on a daily and monthly basis;
- Maintain part-time ticketing staff availability schedules, train staff on ticketing systems and balance each seller at shift end;
- Monitors group sales orders to provide group seating reservations;
- Work with supervisors on event staffing needs and assist patrons in absence of supervisors;
- Performs other Box Office duties as required by Manager or as need arises.

Successful candidates must be able to work nights and weekends in addition to weekday hours. Must be 18 years old to apply and starting pay is \$10.00 per hour.

Please contact the Kentucky Exposition Box Office to schedule an interview or for more information by calling 502-367-5143 or emailing tickets@kyvenues.com.