

ADMISSIONS

ROLE DESCRIPTION

Admissions volunteers are responsible for warmly welcoming patrons, and efficiently processing tickets and passes at the entrance of each venue.

RESPONSIBILITIES:

- Process patrons pre-purchased tickets and passes
- Process patrons ticket requests and payments
- Remind patrons of admissions policies
- Scan tickets & passes, stamp patrons
- Verify legal age requirements
- Assist in clearing venues at the end of show(s)
- Manage guest lists
- Monitor venue capacity
- Be respectful to patrons, volunteers and staff

QUALIFICATIONS:

- Excellent customer service skills
- Energetic, social and positive attitude
- Attention to detail
- Comfortable learning and working with computer software
- Ability to stand on your feet for long periods