

Admissions Cashier

PRIMARY FUNCTION AND RESPONSIBILITIES:

As an Admissions Cashier you will be balancing the responsibilities of informing guests of ticket options while completing accurate ticket transactions. You will create one of the first impressions for our guests as they enter the Museum. Setting the mood and tone for each guest is key in providing an excellent guest experience which encourages guests to explore the Omni Theater and Exhibit Galleries.

ESSENTIAL JOB FUNCTIONS includes but is not limited to:

- Greet and welcome each and every Guest to the Museum by being attentive and providing a positive first impression.
- Assist Guests to plan their day by explaining and selling admission tickets.
- Encourage Guests to become Museum Members.
- Attend monthly Ticket Office training sessions and various other general Museum meetings
- Perform daily duties in accordance to the service and sales standards as outlined by the Museum and the Ticket Office Team
- Perform daily check-in of all reserved groups, including disbursing tickets, exhibit passes, and maps
- Assist Guest Services in providing change and various refunds to Guests as needed
- Be fiscally accurate by balancing your cash drawer and verifying daily Memberships sales
- Serve as an example to other Museum Team Members and Volunteers in matters of appearance, attitude, and performance
- Enforce set Museum standards for Guest relation policies by assuring Guest safety, security and by keeping operations efficient
- Adherence to Museum Policy Manual
- Perform other duties, including special projects, as assigned by the Ticket Office Manager(s) on duty or Senior Vice President

BASIC REQUIREMENTS:

- Must be 18 years of age or older
- Qualified candidate will be a mature, responsible, dependable individual who enjoys working in a fast paced environment
- Is people-oriented and has a positive attitude
- Must be able to handle multiple tasks simultaneously
- Possesses excellent communication skills
- Possesses excellent cash handling skills
- Sales / Cash Register experience of one to two years preferred
- Must be flexible and have open availability on weekends and holidays
- Adherence to a uniform policy and grooming standards
- Job duties require the ability to stand for extending times and carry up to 25 pounds

SALARY:

- \$7.00 to \$8.50 depending on experience