

## **DOLPHIN STADIUM JOB DESCRIPTION**

**POSITION:** Part-Time Ticket Representative  
**DEPARTMENT:** Ticket Operations  
**REPORTS TO:** Manager of Ticket Operations  
**STATUS:** Non-Exempt, Event (\$10 hr)

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**SUMMARY:** Great opportunity to work in the sports industry. Perform all functions revolving around event day ticket sales and services for the **Florida Marlins, Miami Dolphins**, and all other Dolphin Stadium events. In addition, the position may include working in the ticket office during regular business hours.

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### **ESSENTIAL FUNCTIONS:**

- Sell tickets on the TicketMaster ticketing system.
- Communicate event information clearly and effectively with all fans as it relates to pricing, availability, and directions throughout the Stadium.
- Provide friendly and accurate customer service whether selling tickets, handling will-call, or answering telephones
- Handle a variety of related office tasks as assigned by supervisor
- Other related duties as required

### **REQUIREMENTS:**

- High School Diploma or GED
- Customer Service skills
- Previous cash handling preferred.
- Experience working on computers preferred
- Due to the seasonal nature of this position, candidates must be available to work nights, weekends, and holidays
- Must be able to work a minimum 4-hour game day shift (for example: for a 7:10pm game, shift begins at 4:30pm)
- Must be able to sit or stand for a minimum of 4 hours or more
- Ability to maneuver through the Stadium.

Reasonable accommodations may be provided to enable individuals with disabilities to perform the essential functions of the job.