



**TheDow**  
EVENT CENTER



## **Memorandum**

303 Johnson Street, Saginaw, MI, 48607, Phone: (989) 7559-1320, Fax (989) 759-1322

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### **Job Description: Box Office Attendant**

**Box Office Attendant:** Assist customers with ticket purchases. Distributes will call to customers for various sporting events and concerts. Inform customers of general Dow Event Center information (i.e., upcoming events, ticket availability, event selection, and general parking information). At the end of his/her shift, employee will reconcile all sales and receipts. Minimum Requirements: Previous cash-handling experience is required.

**Minimum Requirements:** Candidate must have the ability to work in a fast-paced environment. Candidate must be able to accurately and efficiently deal with large quantities of cash or payment methods such as credit cards, checks, and money orders. Candidate must be able to demonstrate commitment and willingness to provide excellent customer service. Candidate must be willing to work flexible hours. Candidate must have knowledge of basic computer programs such as Word, Excel, etc.