

# TOWN TOYOTA CENTER

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The Town Toyota Center is a multi-purpose facility containing a 4,000+ seat Main Arena and a second permanent Ice Rink. We host a variety of world class entertainment and high-impact sporting events as well as being the home of the Wenatchee Wild hockey team.

## **BOX OFFICE STAFF**

**Hours:** Part Time

**Pay Rate:** Washington State Minimum Wage

The Box Office position makes an excellent secondary job with opportunities to pick up additional hours and compensation on nights and weekends. We can be very flexible with your schedule and availability.

### **Job Description:**

- Provide quality customer service to all Town Toyota Center Patrons.
- Assist Patrons with purchasing tickets to events at the Box Office Window.
- Provide Patrons with direction and information regarding events.
- Efficiently and courteously answers questions concerning prices, seating, events and related Box Office questions.
- Develop a general understanding of our Showpass Ticketing System.
- Responsible for balancing your cash register and generating reports for credit and debit sales.
- Verifies and reports all cash, credit cards, refunds or exchange transactions.
- Perform related jobs and duties related to Box Office Ticketing and Event Seating.
- Adheres to the venue and departmental policies and procedures.

### **Minimum Qualifications:**

- Must be helpful courteous and have excellent customer service skills.
- Must be available to work a flexible schedule.
- Must be available for nights and weekends.
- Customer service or cashier experience.
- Ability to handle transactions accurately and responsibly.
- A strong attention to detail.
- Computerized ticketing system experience and/or data processing experience preferred but not required.
- Cash, credit card and other revenue handling experience a plus.

To apply please visit [www.towntoyotacenter.com/employment](http://www.towntoyotacenter.com/employment) and click the "APPLY NOW" button.

Or send your resume to: [Box.Office@towntoyotacenter.com](mailto:Box.Office@towntoyotacenter.com).

For questions about the position call Kristi DeLozier at (509) 860-1396 or email at [Box.Office@towntoyotacenter.com](mailto:Box.Office@towntoyotacenter.com)

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*The above statements are intended to describe the general nature and level of work being performed by persons assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required by personnel so classified.*

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