**POSITION TITLE:** Box Office Coordinator  
**POSITION TYPE:** Tour  
**TRAVEL REQUIRED:** 100% Travel  
**POSITION LOCATION:** Nationwide  
**SUPERVISORY RESPONSIBILITIES:** Box Office Representatives as needed  
**REPORTS TO:** Director of Ticketing / Box Office Manager / Box Office Assistant Manager

**Overview:** To sell tickets, distribute will call and service all of our guests at all UniverSoul Circus events with the highest degree of courtesy, professionalism, thoughtfulness, sincerity and enthusiasm. Assist in management of Box Office staff in support of Box Office manager/Asst. Box Office Manager. Assist in supervision, training and motivation of employees. Provide exceptional customer service to all of our guests at all UniverSoul Circus events. Professionally and accurately sell tickets for all UniverSoul Circus events to our guests at our sales windows. Possess the ability to handle cash and make change during cash transactions. Accurately distribute Will Call tickets to our guests for all UniverSoul Circus events. Must be able to reconcile all daily sales without any overage/shortage occurring. Assist Box Office Manager/Box Office Asst. Manager in daily balancing and reconciliation. Answer questions concerning event schedules, event prices, and ticket policies. Must be able to communicate clearly and persuasively in positive and negative situations and remain professional with our guests at our UniverSoul Circus Box Office windows. Address with the highest level of courtesy and accurately answer all guests inquires. Work extended and/or irregular hours including nights, weekends and holidays, as needed.

**Essential requirements:** High school diploma and One (1) year of cashier experience, strong English verbal and written communication skills, proven organization skills, computer literate, and strong customer service skills preferred. Spanish fluency, Ticketmaster Host and Archtics experience a PLUS.

**HOW TO APPLY:** Submit a completed application, resume and cover letter to humanresources@universoulcircus.com or fax to 404-681-9824

1. (Yes/No)Do you have six months to one year of cashier experience?  
2. (Yes/No)Can you work on nights, weekends and holidays?