



We invite applications for the position of:
TICKET SERVICES REPRESENTATIVE I/II
(HOURLY)
\$15.69 to \$23.19 hourly, depending on qualifications

Why Consider the City of Mountain View?

It's simple: we are a **dedicated team of professionals committed** to providing **exceptional service** to the **community** we serve, and we want you to join us! When you become part of the City of Mountain View family, you will find this is not just a J-O-B, it is a way of life for those who seek a mission-oriented culture.

The Mountain View Center for Performing Arts, located in downtown Mountain View, hosts a comprehensive performing arts program with nearly 400 performances per year for a culturally diverse community. We are looking for enthusiastic, detail oriented hourly ticket services representatives to work in our busy box office!

What You Bring

- Excellent customer service skills, communication skills, and problem-solving skills
- One year of computerized ticketing experience
- Working knowledge of Tessitura and/or ShoWare is a plus!

What You'll Do

- Process computerized ticket sales and subscription sales to walk-up customers, phone orders, or mail-in orders
- Balance daily sales receipts against electronic audit reports
- Clearly convey accurate information about events to a variety of customers
- Walk customers through an online ticket purchase

Schedule

This is an hourly position to staff weekend box office hours plus events, with no guaranteed minimum hours.

Are You Ready? Apply.

Submit your application and resume online at www.calopps.org or the Human Resources Division, City of Mountain View, 500 Castro Street, Mountain View, CA 94041, (650) 903-6309. This recruitment is subject to close at any time. Qualified candidates are encouraged to apply early! Contact Human Resources at 650-903-6309, or Liz Nelson at 650-903-6555 with any questions.

Interview Process

Candidates with the most relevant qualifications will be invited to a department interview.

Fine Print.

Candidates with a disability who may require special assistance in any phase of the application or testing process should advise the Human Resources Division upon submittal of application. Documentation of the need for accommodation must accompany the request. The City of Mountain View is an Equal Opportunity Employer (EOE).

Prior to hire, candidates will be required to successfully complete a preemployment process, including employment verification and a Department of Justice (DOJ) fingerprint check. A conviction history will not necessarily disqualify an applicant from appointment; however, failure to disclose a conviction will result in disqualification or termination.