

## **Oklahoma Aquarium Ticketing Agent – Part-time**

### **Job Description:**

As the first point of customer contact, ticket agents are expected to conduct themselves, in a pleasant, professional and courteous manner. In addition to this, they are expected to encourage smooth flow of traffic through the entrance by maintenance of cash drawers, ticket booths and atrium. Agents will also be expected to prepare daily reports (Daily bank outs, Log sheets, etc.,) and assist in opening and closing duties as needed. Agents must be prepared to assist the Catering, Marketing Departments, Facilities Departments and Volunteers with event set-up and with maintaining a quality experience for our guests by assuring a clean and organized facility.

### **Qualifications and Responsibilities:**

Applicants must be friendly, detail oriented, with experience with Windows Word and Excel (2000 or better), a High School Diploma or equivalent, and some experience in customer service or hospitality fields. Applicants may be required to complete an Oklahoma Aquarium Math Test and Application.

**Salary:** \$8/hour

**Approximately 20 hours per week including some weekends and holidays.**

[APPLICATION](#)