

WE'RE HIRING!

BOX OFFICE AGENTS, SUMMER 2017 at the GERALD R. FORD AMPHITHEATER!

The Vail Valley Foundation (VVF) is seeking full-time and part-time box office agents for the 2017 Summer Season at the GRFA. Successful candidates will have professional goals and aspirations that align with our organization's diverse mission and commitment to excellence within the community.

Box Office Agents must be problem solvers with exceptional guest service skills. Must have strong oral and written communication skills, be highly organized, detailed, personable, and self-starters. Must also be highly proficient in point of sale programs, be comfortable answering phones and helping with seat selection, directions and general inquiries.

WHAT IS VVF?

Founded in 1981, the Vail Valley Foundation (VVF) was created to enhance the quality of life in the Vail Valley through athletic, cultural, and education programs and events. Today, the VVF operates with an average annual budget of approximately \$24 million and a full-time staff of 62 employees. Thanks to the generous support from individuals and corporations, the Foundation is responsible for providing this very special Colorado community with some of its most treasured annual events and programs.



EXPECTATIONS AND GOALS:

The Box Office Agents are responsible for assisting customers in person and by phone to manage ticket orders and provide venue information. Must be able to multitask and handle a variety of issues as they arise and solve problems. Experience with AudienceView is preferred. Must have previous experience in customer service, database and/or computer systems, and experience handling cash. Must be available to work a varied schedule including nights, weekends, and holidays.

COMPENSATION:

This is a seasonal hourly position with a pay rate of \$15.00 per hour.

Schedule varies between part-time and full-time positions. Must be available 6/1 through 8/31.