



EVENTS: Weekly Special Events

JOB TITLE: Finance Event Staff (Multiple Positions Available)

Seasonal Position/ Part Time Availability

GENERAL INFORMATION

The City of Greenville is currently seeking part-time finance event staff to join our team and assist with the operations of downtown events. Finance event staff will work under the supervision of the City Event Management staff.

Dates: April – October, 2021

Position Expectations and Responsibilities:

- Sets up finance materials and preparation of ticket sale operations prior to opening.
- Breaks down finance materials and returns supplies to City Hall.
- Reconciles cash with ticket sales at the end of each evening.
- Oversees the following positions:
 - Ticket Sales Volunteers:
 - Responsibilities include, but are not limited to:
 - Sells tickets and wristbands for Downtown Alive and Main Street Fridays.
 - Processes cash/credit card payments, ensuring register totals are in balance.
 - Checks ID's to ensure that patrons are over the age of 21.
 - Answers questions regarding ticket prices and gives information concerning upcoming events.
- Provides high quality customer service and effectively communicates with patrons.
- Recognizes problems as they arise and remediates these problems to the best of ability.
- Provides written and/or verbal reports on all incidents and facility concerns, no matter how minor, to Special Events staff.
- Adheres to City policies, follows safety guidelines and exercises good judgment in all aspects of responsibility.
- Willingness to perform other duties as needed.

Physical Requirements:

- Requires climbing, reaching, bending, pulling, and lifting. Some work is done in varying environments, including hot and cold temperatures.
- Must have reliable transportation.
- Ability to pass drug screening and background check



QUALIFICATIONS

Mandatory Requirements:

- Must be 18 years or older.
- High school diploma or equivalent required.
- Basic cash/credit card handling skills and computer skills.
- Strong interpersonal communication and customer service skills.
- Ability to work effectively both independently and as part of a team.
- Ability to sit in a hot or cold environment.

Special Events and Hours:

Wednesdays, Fridays

4:30 pm – 10:30 pm

CONTACT

Please forward cover letter and resume to:

City of Greenville

Attn: Natalie Googer

ngooger@greenvillesc.gov

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