**Scope of Duties:**

Ticket Sales Representatives serve the guests of the Icebreaker Mackinaw Maritime Museum by selling admission tickets, providing information and maintaining the overall appearance of the ticket booth and its immediate outdoor area.

**Responsibilities:**

1. Enthusiastically greet guests upon arrival. You are the first person that a guest will encounter – make it a positive and pleasant experience
2. Assist guests with ticket purchases and parking directions
3. Participate in the light cleaning of the ticket booth area
4. Study and be knowledgeable about the ship tour
5. Communicate information, via radio, with ship staff
6. Daily reconciliation of credit card/cash sales with tickets sold
7. Other duties as assigned

**Requirements:**

1. Ability to read and write effectively and to understand and follow written and verbal directions.
2. Ability to operate computerized cash registers and POS system with speed and accuracy.
3. Present a friendly, outgoing personality.
4. Display professional work habits, including:
   1. Professional appearance, wearing a neat and clean uniform, including nametag.
   2. Report to work and be ready to work at the required time
   3. Display a friendly attitude toward guests and co-workers.

**Physical Requirements:**During the day, there will be long periods of time sitting.

**Supervision:**  
This position’s immediate supervisor is the Ticket Sales Lead

**General Position Information:**This is a temporary seasonal at-will position which serves at the will of the employer.