



Position Title: Box Officer

Part Time (Hourly, Non-Exempt)

Reports to: Box Office Supervisor

Salary: \$9/hour

Schedule: Varies by event. Can include days, evenings, weekends, and holidays.

Location: The La Crosse Center.

Job Summary: We are seeking individuals to join our enthusiastic and lively box office staff! Individuals must provide a positive demeanor and demonstrate quality customer service to patrons prior to events.

About the La Crosse Center: The La Crosse Center convention hall and arena was originally built in 1980. Since its opening, the La Crosse Center has become a premier facility in the Midwest as a convention site and an entertainment destination. It hosts a range of events, including: concerts, comedy acts, conventions, weddings, conferences, fairs, and more.

Responsibilities:

- Process and print ticket sales at the box office during event hours.
- Answer questions concerning fees, schedules, events, and ticket policies.
- Handle cash and credit cards received during daily sales.
- Balance drawer before departure.
- General area cleaning.
- All other duties and responsibilities as assigned.

Qualifications:

- High school diploma or equivalent required.
- Demonstrates exceptional customer service/relations skills.
- Can operate computerized ticketing system and standard office equipment.
- Can follow oral and written instructions and can communicate well in oral and written form.
- Maintain flexibility, and exercise judgment and initiative in potentially high-paced environment.
- Handle financial transactions accurately and efficiently.
- Maintain positive working relationship with others (staff, patrons, etc.).
- Physical ability to lift 20+ lbs.
- Previous experience in box office sales is a plus.

City of La Crosse residency preferred. The City of La Crosse supports attaining a representative workforce and workplace equity. We are an Equal Opportunity Employer.

To apply, please enclose a resume and a La Crosse Center application (available for download at www.lacrossecenter.com/employment, or at the Box Office Monday – Friday 11 AM-5 PM) and submit via email to Box Office Supervisor Jordyn Haley at jhaley@lacrossecenter.com. Interviews will be scheduled as applications are received.