



PEORIA CIVIC CENTER®

**Position: Box Office Supervisor**

**Department: Finance**

**Reports to: Box Office Manager**

**FLSA Status: Full-time, Hourly, Non-exempt**

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**Summary:**

Legends Global, the leader in privately managed public assembly facilities, has an excellent and immediate opening for **Box Office Supervisor** at the Peoria Civic Center. The Box Office Supervisor oversees ticket sales and all other seller activities for the Peoria Civic Center box office. Starting pay is \$20-\$24 per hour, depending on experience. Benefits include paid vacation, 11 paid holidays, paid sick time, group insurance, 401k.

**Essential Duties and Responsibilities:**

- Oversee all ticketing accounting regarding receipts, data entry, auditing reports, cash handling procedures, etc.
- Prepare weekly staff reports.
- Prepare final box office reports and event settlements when needed.
- Schedule and supervise box office staff during open hours.
- Audit/balance ticket seller cash drawers at shift end.
- Ensure Box Office is stocked with necessary supplies for sellers. (ticket stock, envelopes, office supplies, etc...)
- Resolve customer service issues.
- Assist with event builds in ticketing system.
- Communicate with Box Office Manager, Event Staff and Promoters throughout events.
- All other duties and responsibilities as assigned
- Other duties as assigned.

**Supervisory Responsibilities:**

- Directly supervise ticket sellers.

**Minimum Qualifications:**

To perform this job successfully, an individual must be able to satisfactorily perform each essential duty. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

**Education and/or Experience:**

- Bachelor's degree in business management, accounting, related field or comparable experience is preferred.
- Supervisory experience is essential.

- Prior ticketing experience helpful.
- Cash Handling Experience is preferred.
- Excellent communication, interpersonal and organizational skills required.

**Skills and Abilities:**

- Professional communication skills, written and verbal, with English fluency.

**Computer Skills:**

- Proficiency with Microsoft Office Excel, Word, Outlook.
- Ability to use ticketing equipment, calculator, telephone, credit card machine.
- Ability to use an electronic timeclock for recording hours worked.

**Other Qualifications:**

- Ability to pass a criminal and financial background check according to company standards.
- Must be available to work hours as required by events, including weekends, evenings and holidays as needed.

**Working Conditions and Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

- Regular lifting of up to 25 lbs.; occasional lifting of up to 50 lbs.
- While performing the duties of this job, the employee is regularly required to move around the facility, and to speak and hear sufficiently to effectively communicate with patrons and staff.
- Ability to navigate narrow passageways, and to work in confined spaces.
- Ability to work while seated for long periods of time.
- Ability to count cash and to work at a computer.

**To Apply:**

Apply via Indeed.com or the [Legends Global career portal](#).

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The essential responsibilities of this position are described under the above headings. They may be subject to change at any time due to reasonable accommodation or other reasons. Also, this document in no way states or implies that these are the only duties to be performed by the employee occupying this position.

Legends Global is an Equal Opportunity/Affirmative Action employer, and encourages Women, Minorities, Individuals with Disabilities, and protected Veterans to apply. VEVRAA Federal Contractor.

Applicants who need reasonable accommodation to complete the application process may contact Human Resources for the Peoria Civic Center at [mjohnson@peoriaciviccenter.com](mailto:mjohnson@peoriaciviccenter.com).