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# Example of Box Office Clerk Job Description

Our innovative and growing company is looking to fill the role of box office clerk. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for box office clerk

* Help at the counter with phones and with customers as needed
* Any other duties related to Postal Operations and Receiving as needed
* A firm sense of closure and self-discipline
* The successful applicant will have an understanding of event ticketing and a minimum of one-year sales and/or customer service experience
* The successful applicant will be a highly motivated, proactive self-starter, able to work under pressure and have availability that includes day, evening, weekend and holiday shifts
* Ability to deal courteously and effectively with the public required

## Qualifications for box office clerk

* Well presented individual with professional manner required due to ongoing client contact
* A friendly and approachable manner and a high level of patience and diplomacy will be needed
* The ability to diffuse confrontational situations in a calm manner
* The ability to work on own initiative and be proactive
* The ability to deal appropriately with confidential and sensitive information
* Good time management skills, responsibility and common sense