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# Example of Ticket Agent Job Description

Our company is growing rapidly and is hiring for a ticket agent. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for ticket agent

* Greet guests and answer questions about attractions
* Work attractions if necessary
* Ensure guest safety on all Adventure Ridge attractions
* Process Sales in Resort Point of Sale system
* Direct guest around the resort and answer guest questions on all resort activities
* Processing reservation packets for the next day, from Advanced bookings
* Maintain employee ticket database (Outbox Ticketing System)
* Maintain positive working relationships with partner box offices, concierge and show management teams
* Monitor for inventory holds and any irregular ticket booking behavior
* Provide support to the Sales Team for all related sales programs

## Qualifications for ticket agent

* Ability to access, edit, print and maintain several ticketing documents
* Must be willing to have FUN - Required
* Ability to work outdoors in varying conditions - required
* Ability to stand on uneven surfaces for long periods of time - required
* Ability to lift 50+ lbs repeatedly and on a regular basis - required
* Must be able to communicate fluent written and spoken English - required