



## Ticketing Office – Office Assistant

(Seasonal, Non-Exempt)

### Overview

Come be a part of the Minnesota State Fair Ticket Office team! Are you looking to take your first step into the entertainment industry? Look no further! The Minnesota State Fair Ticket Office is a great way to see behind the scenes of how the public purchases tickets to attend the State Fair and Grandstand shows!

### Essential Functions

- Sell entertainment and admission tickets to State Fair customers using a computerized ticketing system while providing general information.
- Provide exceptional customer service for a diverse customer base through a safe, clean and friendly environment.
- Answer questions regarding events, tickets and schedules via phone and in person.
- Reconcile and balance money and inventory at the end of each shift.
- Maintain a calm and positive attitude while under pressure.
- Assist with tasks assigned by either the immediate supervisor or general manager as needed.

### Required Qualifications

- Effective written and oral communication skills.
- Customer service skills.
- Basic computer skills with experience using Microsoft Excel and Word.
- Ability to work non-traditional office hours with a variable schedule, including weekends.
- The schedule for this position will vary from week to week based on applicant's skill set and availability.
- Reliable transportation to and from work.
- Available to work June – September. Extended hours during peak times and consecutive days without time off are required. Limited days off from Aug. 13 – Sept 3.
- Extended hours in August and during the Fair are required.

### Preferred Qualifications

- Previous experience in an office setting.

**Apply today!**

Submit resume and cover letter to [employment@mnstatefair.org](mailto:employment@mnstatefair.org)  
Include "Ticketing Office – Office Assistant" in email subject line.