

1100 North Plum St.  
Hutchinson, Kansas  
67501-1499



📞 620.662.2305  
🌐 [www.cosmo.org](http://www.cosmo.org)

## Part-Time Box Office Associate

### Essential Duties and Responsibilities

- Acquire a proficiency in the operation of the computerized ticketing system.
- Acquire a proficiency in cash handling to maintain an acceptable level of cash balancing.
- Acquire a proficiency in customer service to provide professional service at all times.
- Provide information on events, shows, and our facility. Be knowledgeable on basic aspects of our exhibits, retail facilities, the Space Program, NASA, etc.
- Provide quality Hall of Space tours for patrons as needed and assigned.
- Ensure customers are greeted in a friendly, professional, and courteous manner, both in person and on the phone.
- Operate the Simulator and instruct patrons on process - Must be 18 years old or older to operate Simulator
- Maintain a professional appearance at all times.
- Keep up the visual presentation of the lobby and workspace for the general public.
- Required to follow any other job-related instructions and to perform any other job-related duties requested.

Cosmosphere is an equal opportunity employer

Part-time position

If interested, please email resume: [HR@cosmo.org](mailto:HR@cosmo.org)