

1100 North Plum St.
Hutchinson, Kansas
67501-1499



620.662.2305
www.cosmo.org

Part Time Front End Associate (Box Office & Retail)

Box Office 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.

Retail Essential Duties and Responsibilities

- A Retail Associate clerk must have the following skills and willingness to perform task as assigned.
- A friendly and outgoing personality that is willing to greet, welcome visitors of all ages to the Cargo Bay gift store and Cosmosphere concession and offer assistance.
- Ability to learn the products we sell, becoming knowledgeable enough to sell, display, and recommend items to customers.
- Willing to learn all aspects of the point-of-sale system, ringing customer sales including different scenarios such as giving discount, employee purchases and sale items and capable of counting down and closing the register.
- Proficient in business math; counting change, calculate tax and discounts. Able to count merchandise accurately and record quantities received correctly on the receiving worksheet.
- Each Retail Associate must be able to work alone as needed and capable of opening and closing the store properly. Although being able to work alone is important, we expect our staff to work together as a team.
- Have good telephone skills and able to take customer orders correctly.
- Understand the importance of keeping the store stocked, clean, faced properly and able to perform these tasks without direction.
- 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