



PITTSBURGH SYMPHONY ORCHESTRA

Merchandise Seller (Part Time)

Reports to: Manager of Heinz Hall Services

Supervises: None

Status: Non-Exempt, Part Time

Job Purpose

The purpose of this position is to provide exceptional customer service while selling merchandise at all concerts performed at Heinz Hall.

Essential Duties and Responsibilities

- Handling cash and credit card transactions
- Counting in and out of merchandise and cash
- Providing exceptional customer service to our patrons
- Understanding of the products that are on sale
- Ability to answer questions from patrons about our products as well as the concert itself

Required Education, Experience and Abilities:

- Highschool Diploma or GED
- Previous retail experience preferred
- Experience working directly with the public
- Outstanding customer services skills
- Knowledge of classical music preferred
- Ability to handle the stress of high customer demand in a hospitality environment
- Ability to work independently and/or with others as needed
- Ability to maintain composure and perform well under pressure
- Ability and willingness to work irregular hours, including evenings and/or weekends

Direct resumes to: mryan@pittsburghsymphony.org

Night & Weekend Availability is a Must

Pittsburgh Symphony, Inc. (PSI) provides equal opportunity to all qualified employees and applicants for employment without regard to race, color, religion, sex, gender, pregnancy, sexual orientation, gender identity, genetic information, ancestry, national origin, age, physical or mental disability, marital status, veteran status, or any other class or category protected by local, state, or federal law.

The specific statements shown in each section of the description are not intended to be all-inclusive. They represent typical elements and criteria considered necessary to perform the job successfully. The PSI recognizes that an individual with a disability may require a job modification/ accommodation to enable them to successfully perform a job function. Consideration will be given to such requests. Such requests should be directed to Human Resources.