

**THE
SANTA FE
OPERA**



The Santa Fe Opera

Job Description - Opera Shop Cashier

Conduct retail transactions at The Santa Fe Opera's Opera Shop, creating a friendly and engaging experience for patrons of the Opera. The primary goal is to make the retail business an educational, pleasant, and profitable operation through excellent customer service. This position requires the ability to work as a team member while exercising judgment and initiative.

Employment Standards

Duties/ Requirements:

- Responsible for nightly Opera Shop sales transactions.
- Assure store appearance and stock levels are maintained.
- Assist with stock room organization and cleanliness.
- Contribute to a strong customer service ethic.
- Assure store security.
- Must be able to stand for long periods and work in a fast paced environment.

Skills:

- Operate a point of sale program.
- Conduct cash transactions in a timely and accurate manner with accurate cash counting.
- Communicate effectively.

Hours/Restrictions:

- Up to 40 hours per week, on performance evenings only. The Opera Shop operates on two shifts. The first shift is from 5:00 pm until post intermission (typically 10:00 pm) and the second shift is from 6:15 pm until post-show (typically 11:59 pm.) Some flexibility of hours may occur due to scheduled events during the course of the year. Weekend work is necessary (hours over 40 per week paid at time and a half).
- This is a seasonal, hourly, non-exempt position.
- Wages begin at \$16.50/ hour.

Desirable Attributes:

- Retail experience (Experience in a performing arts/creative arts boutique store is a plus.)
- Willingness to work evening and weekend hours required.
- Computer literacy.

This job description in no way implies that these are the only duties to be performed by the employee occupying this position. The fundamental job requirements are included and these are the essential job functions. Employees will be required to perform any other job-related duties assigned by their supervisor. All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.