Position Title: Theatre Box Office or Front of House Manager

Hourly Rate: $7.50

Department: Theatre

Department Supervisor: Val Annis

Account Number: 01-11148-00000-00000-xxxxx

Do multiple individuals hold this position at one time?  Yes  No

Number of positions available: 2

Work Schedule

A student in this position can expect to work 6 - 8 hours per week.

The student will work Monday thru Friday Saturday Sunday any day of the week.

Hours are available during the following times of the day:

- Box Office Manager noon - 5:00 pm, 7:00 pm - 11:00 pm;
- Front of House Manager 7:00 pm - 11:00 pm

Department/Position Overview

Sell tickets for Performing Arts Series and the Theater by phone, mail and in person to patrons who come to the box office; take payments of cash, credit card, and or checks. Must have previous box office/front of house experience, be able to work well with the public and be proficient on a PC. Will also hang posters on- and off-campus for play advertising. Oversee the box office/front of house employees during the day shifts. Includes fill-in for day shifts. Till tally at closing.

In addition to above duties, Front of House Manager will oversee front of house employees on show nights, interact with stage manager via walkie talkie, hand out programs, take tickets, usher patrons to seats, set-up and close-down theatres (opening & closing the doors at beginning, end, and intermissions), guide patrons in and out of theatres, gather programs from seats at end of shows. Must be able to attend every performance throughout the year, even during fall and spring breaks. Must attend dress rehearsal shows.

Description of Duties and Tasks

- Interact with and convey a positive attitude to visitors and the campus community in person or by phone
- Conform to an established work schedule; reliably work set hours as assigned
- Perform clerical duties in support of the department, i.e. data entry, filing, copying, mailings, etc.
- Maintain the confidentiality of departmental/employee/student information
- Run errands on and/or off campus, including campus mail pick-up and delivery
- Perform light cleaning, departmental organization, and upkeep as required
- Work efficiently and accurately without immediate supervision
Required Training and Skills

- Ability to communicate in a concise and effective manner, both verbally and in writing
- Detail oriented with strong organizational skills
- Familiarity with specific computer software, listed here: MSword, Excel
- Self-starter with professional demeanor.
- Completion of coursework or training, prior experience, and/or specific certifications, listed here: Minimum of 2 years of work in box office or front of house. First aid safety training, fire emergency training