**Position Title**: Theatre Box Office Clerk/Front of House  
**Department**: Theatre  
**Work Location**: Neese Building  
**Hourly Rate**: $7.25  
**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**: 8 - 10

**Work Schedule**

A student in this position can expect to work *varying* hours per day, *5 - 13* 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:  
**Monday - Friday Noon - 5 pm and all show dates from 7:00 pm - 11:00 pm** and **matinees from 1:00 pm - 5:00 pm**.

**Department/Position Overview**

Selling 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 be able to work well with the public and be proficient on a PC. Hang posters on and off campus for play advertising.

**More Detailed Information Available**

Enter Web Page Link Here

**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  
☐ Learn to use the box office ticketing software  
☐ Must be able to attend every performance throughout the year, including during fall and spring breaks
**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: **Microsoft Word & Excel**
- Familiarity with specific equipment, listed here:
- Completion of coursework or training, prior experience, and/or specific certifications, listed here: **prefer previous retail, cashiering, and/or theatre work**
- Must be proficient in counting money

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