



Box Office Staff

Department of Theater & Performance Studies

Occidental Children's Theater

Summer 2023

Duties/Responsibilities:

The staff work in the Hillside Box Office for Occidental Children's Theater. They will process online sales; sell tickets and concessions; and balance income with ticket and concession sales at the end of each day. They will track ticket, t-shirt and other concession sales on a daily basis. They will also act as house manager/usher and take tickets; hand out programs; guide groups and late comers to seating areas; and monitor the audience before, during and after performances.

Qualifications:

- Strong customer service, verbal, and communication skills are a must.
- Basic accounting skills strongly recommended.
- Previous retail or customer service experience recommended.
- Dress is casual but professional: OCT t-shirts must be worn and are provided; nice jeans, pants, capris, skirts and shorts may be worn.

Start date: July 5, 2023

End date: August 19, 2023

Work Schedule: Wednesday, July 5, 2 hours, time TBD

Thursday-Saturday, July 6 through August 19, 9:15am – 11:30am or 11:45am

Except Saturday, July 19 will end at 12:00pm or 12:30pm

Hours Per Week: 6-9

Starting pay rate: \$16.90/hour

To apply, please submit student employment [application](#) to beatrice@oxy.edu