Duties/Responsibilities:

Cashiers are responsible for selling tickets at the Keck Theater Box Office during performance times. Cashiers will collect money from ticket purchasers in the forms of cash, checks, and credit cards. During off-peak times, the Box Office staff will assist in updating the Theater Department’s social media presence. The Cashier position has limited hours of work available, most of them in the evening, and largely dependent on the calendar of events in the theater. For this reason, it would make an ideal second job.

Qualifications/Preferences:

- Experience in cashiering is preferred.
- Must be responsible, dependable, and excellent in customer service. Good phone and people skills are necessary, as the employee will be coming in contact with the public.
- The Box Office staff are often the first people that theater patrons come in contact with, so they are expected to make a good impression by being welcoming and helpful to theater guests.
- Appropriate attire is required for contact with the public.

Start Date: 9/8/2019
End Date: 5/16/2020
Work Schedule: Varies
Starting Pay Rate: $14.25/Hour

To apply, please submit a student employment application to: Brian Fitzmorris at brianf@oxy.edu