Duties/Responsibilities:

The staff work in the Hillside Box Office for Occidental College Children’s Theater. This includes processing online sales; selling tickets and concessions; and balancing 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 during performances. The staff will also help set up the box office prior to opening day and pack up after the final performance.

Qualifications/Preferences:

- 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, skirts and shorts may be worn.

Start Date: 8/11/2019  
End Date: 8/24/2019  
Work Schedule: Th – F, 9:15 a.m. – 11:30 a.m. (approx.)  
Starting Pay Rate: $14.25/Hour

To apply, please submit a student employment application to: Beatrice Gonzales at beatrice@oxy.edu