Duties/Responsibilities: Main responsibility is to manage all aspects of the Box Office in the Keck Theater. This includes supervising cashiers, organizing cashier work schedules, printing tickets for Theater Department Mainstages and various rental events, and collecting checks, money and credit card payments from ticket purchasers. The Box Office Manager will also be responsible for accounting box office income, making deposits, and maintaining accurate records of box office sales. During off-peak times, the Box Office staff will assist in updating the Theater Department’s social media presence.

Qualifications:

- Experience as a Keck Theater Box Office employee is preferred. Other cashiering or supervisory experience will be considered.
- Must be responsible, dependable, organized, and excellent in customer service. Management skills required. Attention to detail is essential.
- The Box Office Manager will be trained to operate the WinTix computer box office program to assign seating and print tickets.
- 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.

Dress requirements are as follows:

- Appropriate attire is required for contact with the public.

Start date: February 7, 2022

End date: May 14, 2022

Work Schedule: TBD

Hours Per Week: 3-8 and varies

Starting pay rate: $15.00

To apply, please submit student employment application to brianf@oxy.edu