Box Office Assistant Manager  
*Theater and Performance Studies*

*Fall 2022 - Spring 2023*

**Duties/Responsibilities:** Main responsibility is to assist the Box Office Manager to manage all aspects of the Box Office in the Keck Theater. This includes assistance in supervising cashiers, organizing cashier work schedules, printing tickets for Theater Department Mainstages and various rental events, and collecting money and credit card payments from ticket purchasers. The Box Office Assistant Manager will also assist the Box Office Manager with 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.
- 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:** September 4, 2022

**End date:** May 20, 2023

**Work Schedule:** TBD

**Hours Per Week:** 3-8 and varies

**Starting pay rate:** $16.04

To apply, please submit student employment [application](mailto:brianf@oxy.edu) to brianf@oxy.edu