

6/23/2023

Box Office Assistant, #1210
Luckman

Salary Range: \$18.50/hourly

Work Schedule. This is an on-call position: hours to be determined; schedule varies; mainly weekends and evenings; non-exempt position. Appointment expires on/ or before June 30, 2024, and is subject to renewal depending on the availability of funding. This position is not eligible for benefits.

Summary: Under the general supervision of the Box Office Manager, the incumbent shall be responsible for assisting in the supervision of the daily operation of the Luckman Fine Arts Complex Box Office.

Essential Functions:

Ticket Selling- Operate a computerized ticketing system to assign for an event in person by phone and by mail. Assign or suggest seats, cash and/or credit card handling. Mail tickets to patrons. Distributing will call.

- General Office- Filing, answering phones, assisting campus visitors by providing general information about the Luckman Fine Arts Complex and the University.
- Sales Reconciliation- Reconcile daily sales, prepare transmittal deposit and copying receipts.
- Other duties as assigned.

The Box Office Assistant's duties include but are not limited to: ticket selling while operating a computerized ticketing system, processing ticket orders by telephone and fax, answering phones, cash handling, credit card processing, reconciling daily sales, processing mail, providing general information about the theatre and campus, filing, distributing will call, distributing materials throughout the campus, resolving concerns quickly and efficiently, and performing other duties as assigned.

Requirements:

- Must have basic knowledge of performing arts practices, knowledge of general office procedures and strong arithmetic skills.
- Possess the ability to follow policies and procedures established for the box office; maintain positive working relationships with staff members, the campus community, outside agencies and off-campus population and the ability to communicate with customers and staff in a professional and courteous manner.
- Must have customer service experience and possess good verbal, written and computer skills (MS Office Suite preferred).

The incumbent must demonstrate an interest or ability in working in a multicultural/multiethnic environment. A background check (including a criminal records check) must be completed satisfactorily before any candidate can be offered a position with the UAS. Failure to satisfactorily complete the background check may affect the application status of applicants or the continued employment of current UAS employees who apply for the position.

Review of applications/resumes will begin on June 26, 2023 and will continue until the position is filled; however, the position may close when an adequate number of qualified applications/resumes are received. A cover letter and resume are required.

UAS hires only those individuals lawfully authorized to work in the United States. Americans with Disabilities (ADA) requested accommodations should be made in advance to the UAS Human Resources Department

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