STUDENT WORK STUDY POSITION ANNOUNCEMENT

JOB CLASSIFICATION/TITLE: Student Ticket Office Assistant

DEPARTMENT: Theatre Arts- The Western Stage

FILING DEADLINE: 08 / 31 / 2021

REPRESENTATIVE DUTIES:

• Sell and process ticket orders via mail, telephone, Internet, and over-the-counter.
• Manage Cash transactions and comply with TWS money handling procedures & reporting.
• Operate cash register and/or credit card equipment and assist in ticket office closing procedures.
• Distribute literature to patrons and answer inquiries about shows and events.
• Assist Front of House to check in patrons using scanner and i-pad.
• Assist patrons with any questions, difficulties or complaints.

KNOWLEDGE AND ABILITIES:

• High level of organization: attention to detail, ability to follow-through completely, and meet deadlines.
• Skilled communicator – written and oral - and can work with all types of personalities in a calm and professional manner at all times.
• Accurate calculations and basic accounting.
• Computer literacy : experience with report documentation and data presentation; Database program knowledge.
Facility with MS Word, Excel, Adobe, ten-key.

CONDITIONS OF EMPLOYMENT:

• Must be eligible for Federal Work Study.
• Must be enrolled in a minimum of 9 units at Hartnell College each semester.
• 00 to 20 hours per week (not to exceed 20 hours per week)
• Salary range $14.00-15.50 an hour.

APPLICATION PROCEDURE:

The following item must be completed by the filing date.

• A completed Hartnell College Application for Student Employment on Campus form.

Submit the completed FWS Application to Kathy Cusson or Cheryl Worthy (Staff Person’s Name)
In the Theatre- The Western Stage Department