



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 creativity, dedication, discretion, professionalism and absolute confidentiality
 - 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.
- 0 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