Salary Range: $13.25 - $18.00/hourly

Work Schedule: This is an on-call position: hours to be determined; schedule varies; mainly weekends and evenings; non-exempt position. This appointment expires on or before June 30, 2019 and is subject to renewal depending on the availability of funding. This position is not eligible for benefits.

Essential Functions: Under the general supervision of the house manager, the incumbent is responsible to welcome and accommodate audience members attending performances at the Luckman Theatre, Intimate Theatre and Luckman Gallery while knowing and enforcing all Luckman rules and regulations. The assignment is an on-call position, hired on an as needed basis.

Duties:

60% Seat audience members- Assist patrons to their seats and answer frequently asked questions

10% Ticket taking- Take tickets form audience members and monitor doors for non-ticketed doors for non-ticketed patrons

10% Pre-show setup- Set tables and chairs, will call and gallery signage on the Streets of the Arts.

10% Post performance walkthrough- Pick up items inside the theatre auditorium following performances. Submit lost and found items to theatre manager. Assist with clearing the auditorium of patrons.

5% Insert and distribute programs, marketing materials and surveys as needed.

5% Other duties as assigned.

Requirements: Ability to communicate with the public and direct them in a polite and professional manner is mandatory. Must have the ability to make decisions quickly and maintain calm during the pre-show load-in. The incumbent must be proactive with an understanding of the needs of both the audience and the performers. The incumbent must have an ability to follow directions and be willing to make decisions based on the best information available to them. The incumbent must also demonstrate an interest and or ability in working in a multicultural/multiethnic environment. Fingerprinting will be taken and checked by the California Department of Justice and the FBI. The incumbent may be responsible for the fingerprinting processing fee. A completed UAS employment application is required.

Desired Qualifications: A background or participation in extracurricular high school activities such as music, drama and sports.
Review of applications/resumes will begin September 05, 2018 and will continue until the position is filled; however, the position may close when an adequate number of qualified applications are received. You may apply to: uashr@cslanet.calstatela.edu or mail to: Cal State LA University Auxiliary Services Inc., 5151 State University Drive, GE 310, Los Angeles, CA 90032-8534

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. UAS is an Affirmative Action/Equal Opportunity Employer.

Cal State LA University Auxiliary Services, Inc. is an Equal Opportunity/Affirmative Action employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex including sexual orientation and gender identity, national origin, disability, protected Veteran Status, or any other characteristic protected by applicable federal, state, or local law.

http://www.calstatela.edu/sites/default/files/groups/University%20Auxiliary%20Services%2C%20Inc./HRM/employment_application.pdf