Box Office Assistant, UAS 1558
Luckman

Salary Range: $16.50 - $20.00/hourly

Work Schedule: This is an on-call position: hours to be determined; schedule varies; 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: This is a temporary on-call position for the fiscal year 2018-19. Under the general supervision of the Box Office Manager, the incumbent shall be responsible for assisting in the daily operation of the Luckman Fine Arts Complex Box Office. The incumbent’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 campus, resolving concerns quickly and efficiently.

Duties:

60% - Ticket Selling- Operate a computerized ticketing system to assign for an event in person by phone and by mail. Assign or suggest seats, charge card and/or cash handling. Mail tickets to patron. Distributing will call.

20% - General Office- Filing, answering phones, assisting with campus visitors with providing general information about the theatre and the campus.

10% - Sales Reconciliation- Reconcile daily sales, prepare transmittal deposit, and copy receipts.

10% - Other duties assigned.

Requirements: The incumbent must have basic knowledge of performing arts practices, knowledge of general office procedures and strong arithmetic skills. The incumbent must 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. The incumbent must have customer service experience and possess good verbal written and computer skills. 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: MS Office Suite preferred.

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.

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