

UAS1284; 4/XX/11

Casual Worker – Box Office, UAS1284
Theatre Arts & Dance

Salary Range: \$12.00 – \$25.00/Hourly

Work Schedule: Part-time, hours to be determined; non-exempt classification.

Essential Job Functions: Under the supervision of the Technical Director and the general supervision of the Director of Production and Technical Services, the incumbent will maintain complete and accurate box-office and financial records for Production and Technical Services events. The incumbent's responsibilities include: ticket sales for performances, daily deposits of receipts, and daily tabulation of box-office sales; selling tickets, reconciling cashier before and after event; utilizing computer software to generate sales reports, depositing proceeds to safe; maintain complete and accurate box-office and financial records for Production and Technical Services events; organize and train staff assigned by Production and Technical Services for Box Office and other Front of House staff as required; report progress on all aspects of events to supervisors.

Required Qualifications and Experience: High School graduate or GED. Ability to adapt to daily operational changes; must possess interpersonal and assertive communication skills and willingness and ability to be courteous and maintain a neat appearance as a representative of the University; work well with others; accept and carry out instructions; meet production and event deadlines; understand basic fire safety codes regarding the performing venues; and demonstrated ability and/or interest in working in a multicultural/multiethnic environment. This position requires fingerprinting clearance from the California Department of Justice and the FBI.

Special Desired Qualifications: Bachelor's degree from an accredited four year college or university in Theatre Arts or related major. Box Office or Front of House experience. Knowledge of Vendini and EMS or similar computer software box-office and scheduling programs. Ability to work efficiently, effectively and agreeably under pressure; work independently; assume responsibility and supervise others.

APPLICATION:

Review of applications will continue until the position is filled; however, the position may close when an adequate number of qualified applications are received. A completed UAS employment application is required.

<http://www.calstatela.edu/univ/uas/hrmformtemp.php>

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.