

California State University, Los Angeles
College of Arts and Letters
CASUAL WORKER- State Playhouse Box Office

Job Description

POSITION: CASUAL WORKER
UAS 1296

WORK SCHEDULE: This is a temporary, part-time, on-call position: up to 29 hours per week: non-exempt; employment is contingent upon availability of funds; this is a grant funded position with a contract end date of June 30, 2012.

RATE: \$12.00 - \$15.00 per hour.

POSTING OVERVIEW:

Under general supervision of the Technical Director, the incumbent maintains complete and accurate Box Office and financial records for Production and Technical Services events. Major functions include ticket sales for performances, daily deposits of receipts, and daily tabulation of box office sales. Incumbent must work cooperatively with the Facilities Manager and production staff.

TYPICAL ESSENTIAL FUNCTIONS:

Percentage of time: Duties and tasks;

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| 60% | Responsible for ticket sales for performances, daily deposits of receipts, and daily tabulation of Box Office sales: selling tickets, reconciling cashier before and after event, utilizing Vendini software to generate sales reports, and depositing sales to safe. |
| 20% | Maintain complete and accurate Box Office and financial records for the Production and Technical Services events: reconciling sales reports, utilizing EMS Professional software to generate event invoices for submission to Business Financial Services, assist reconciling invoices on PeopleSoft Journal reports when needed. |
| 10% | Organize and train staff assigned by Production and Technical Services for Box Office and other Front of House staff as required. |
| 10% | Report progress on all aspects of Box Office events to Technical Director. |

REQUIREMENTS:

Required: High School graduate or GED. Ability to adapt to daily operational changes; must possess interpersonal and assertive communication skills and a 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 may require fingerprint clearance from the California Department of Justice and the FBI.

Preferred: 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 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.