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Job Title	Box Office Assistant
Department	Merillat Centre for the Arts
Contact Person	Steve Pozezanac
Title	Director MCA/Conferences and Events
Email	spozezanac@huntington.edu
Phone	(260) 359-4260
Federal Work Study Only	No
Number of Positions	2
Start Date	08/21/2023
End Date	05/01/2024
Hours Per Week (10-15 max)	6
Specific Days / Times	Week days 1p - 4p. Door sales prior to performances
Wage Rate	8.25
Describe the essential functions and duties:	Working with the public in the office and on the phone, data entry, ticket sales, general office duties. Door sales some evenings and weekends prior to performances.
Required Qualifications	Comfortable working with clients and on a computer.
Preferred Qualifications:	No Music, Theater or DMA students.
Professional Competencies:	Ability to work in a team structure. Ability to make decisions and solve problems. Ability to plan, organize and prioritize work. Ability to verbally communicate with persons inside and outside the organization. Ability to obtain and process information. Ability to analyze quantitative data. Ability to sell or influence others.
Appropriate Dress:	Business casual (khakis) Collared shirt Business professional (dress slacks)
Student Contact Procedure	Email

