** STUDENT JOB OPPORTUNITY**

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| **JOB TITLE: *Tempest Theatre Student Box Office Assistant*** |
| **DEPARTMENT:** FAPA/Theatre and Dance Division |
| **CONTACT PERSON/EMAIL/PHONE #:** David Callahan – Box Office Manager/ boxoffice@etown.edu**TO APPLY:** boxoffice@etown.edu – email copy of your resume and your weekly availability and a representative of the box office will contact you. |
| **STUDENT JOB DESCRIPTION:** A Tempest Theatre student box office assistant will be expected to carry out various office management jobs in preparation for and execution of student theatre productions. Office management jobs include answering emails and phone calls and engaging in face to face contact with people interested in Elizabethtown College Theatre productions. You will need to be comfortable handling monetary responsibilities as well as organizing and imputing data into Excel.**QUALIFICATIONS:** * Ability to work weekends.
* Strong organizational skills and attention to detail.
* Good interpersonal skills
* Exceptional customer service skills.
* Excellent oral communication skills.
* Proficient with Microsoft Excel

**PHYSICAL DEMANDS*** Occasionally required to lift and carry boxes/office supplies.
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| **HOURS and/or HOURS PER WEEK REQUIRED:** Weekday afternoons, including Friday/Saturday nights and Sunday afternoons (all during production seasons) |
| **PAY RATE:** (please indicate if you feel appropriate)  |
| **SPECIAL SKILLS NEEDED (for example—drivers license/van training, CPR, etc.):**  |

AA/EOE