

BOX OFFICE EMPLOYEE

Box office employees work regularly scheduled weekly shifts in the box office. They are the face of the box office, responsible for interacting with patrons, selling tickets, answering questions, and assisting the Box Office Manager and Administrative Assistant with any tasks.

Responsibilities

- Manage and sell tickets through an online ticketing platform
- Print and organize will call tickets
- Respond to all box office emails and phone calls/voicemails
- Hang up posters around campus and the Walla Walla community
- Other jobs as requested, including but not limited to:
 - Working as a showtime employee
 - Updating Harper Joy Theater website
 - Updating ticket sales platform
 - Communicating with patrons, student body, or department on behalf of the box office
 - Running financial reports and organizing paperwork
 - Assisting with development and maintenance of documentation and archives

Participation

- Be present and on time for all regularly scheduled shifts
- Availability outside of regularly scheduled shifts as requested/able

Any release from these assigned tasks must be approved by the faculty advisor in advance.