

BOX OFFICE SHOWTIME EMPLOYEE

Box office showtime employees work in front of the house for all mainstage theater and dance performances. They are the face of the box office, responsible for interacting with patrons, assisting the House Manager with any tasks, and providing professional-quality customer service.

Responsibilities

- Welcome patrons to the show
- Sell tickets through an online ticketing platform
- Manage Will Call
- Hand out programs and show patrons to their seats
- Communicate with House Manager throughout pre-show
- Enforce any Covid/mask policies currently in place, if applicable
- Help with any other tasks, as requested by the House Manager

Participation

- Be present and on time for all scheduled shifts

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