

Position Announcement

Student Box Office/House Manager Assistant

Part time position(s) available for fall and spring semesters only

Duties:

- *Oversee the UIC Theatre & Music Box Office under supervision of the Box Office Manager, including duties such as monitoring ticket sales, maintaining the physical appearance of the box office and creating reports
- *House Manager for various music concerts
- *Assisting students, staff and/or faculty purchasing tickets
- *Assist the Box Office Manager in ensuring all box office practicum students follow proper procedures for box office duties
- * Other office duties as needed (I.E. special event room set up, sales reports, reconciling daily tickets sales and deposits, etc.)

Required Qualifications:

UIC Federal Work Study awarded student (if not for college credit)
Some experience working with ticket sales or retail sales
Must show up to work on time
Good communication and customer service skills

Salary:

\$10.20/hour with hours ranging from 6 - 10 hours/week
(During two theatre production weeks, hours may increase to 18 - 20 hours/week)

Position will remain open until filled.

For full consideration, please submit a cover letter, resume, and current course schedule to Neal McCollam at nealmac@uic.edu. For more information, contact Neal McCollam at the email address listed.

