

Position Announcement

School of Theatre & Music Student Box Office & Events Assistant: part time positions available for fall and spring semesters only. Join a team of 4 student workers assisting with theatre & music events at UIC.

Duties:

Events

Work front-of-house at concerts, theatre shows and special events

Take a lead role in administration of UIC Theatre & Music Box Office, including monitoring ticket sales, maintaining the physical appearance of the box office and creating reports

Assisting students, staff and/or faculty purchasing tickets

Keeping the box office tidy and clean

Assist the Box Office Manager in ensuring all box office practicum students follow proper procedures for box office duties

Assist with event set-up duties as needed

Marketing

Distribute promotional materials

Work on social media content, including video & photographs

Help to maintain press clip, photo and marketing archives

Occasional simple writing assignments (emails, social media content etc.)

Basic research (such as looking up contacts for outreach projects)

Required Qualifications:

UIC Federal Work Study awarded student (if not for college credit)

Excellent written and oral communication skills

Ability to multi-task and detail oriented

Able to work independently

Some experience working with ticket sales or retail sales

Some evening and weekend availability required, depending on events schedule

Salary: Salary: \$9.60/hour with hours ranging from 6 - 10 hours/week
(During two theatre production weeks, hours may increase)

Position will remain open until filled.

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

Theatre & Music
at Chicago