

Work Study Job Description

Job Title:	Ticket Office Assistant
Department:	Meany Hall UW Arts Ticket Office
Location:	1313 NE 41st St
Pay Rate:	15.45 - 15.45 / hour
Employment Period:	Academic year, Summer
Hours Per Week:	Up to 19 hours per week
Contact Supervisor:	Liz Wong
Phone Number:	206-685-2747
Email Address:	lizwong@uw.edu
Website:	http://www.meany.org
Box Number:	355910

NATURE OF ORGANIZATION

The UW Arts Ticket Office sells tickets to the UW World Series, UW School of Drama, UW School of Music, and Dance Program events.

DUTIES AND RESPONSIBILITIES

Process ticket orders over the phone, in person, and by mail using computerized ticketing system. Provide information on current and upcoming events over the phone and in person. Assist customers with all questions, problems, and concerns. Sell tickets at the door on the night of the show. Work as Lead at box office, supervise other staff night of show, open and close box office, troubleshoot problems at the box office. Perform general office duties as required.

MINIMUM QUALIFICATIONS

Must be accurate and detail-oriented. Good customer service, computer skills, reliability, promptness, and an ability to work effectively under pressure. Ability to work independently, as well as with other students. Must enjoy working with the public. No previous job experience is required, but customer service experience is a plus. Requires some evening and weekend hours.

EDUCATIONAL BENEFITS

Opportunities to see music, dance, and theater performances for free. Gain experience with general office skills, customer service skills, and work with a performing arts organization.

HOW TO APPLY

Email resume to lizwong@uw.edu
