

JOB TITLE	Stage Manager/Ticket Seller
DEPARTMENT NAME	School of Music
JOB LOCATION	Music 124
CONTACT/SUPERVISOR	Sandra Barone
PHONE NUMBER	206-543-2385
EMAIL ADDRESS	sbarone@u.washington.edu
BOX NUMBER	353450
EMPLOYMENT PERIOD	Summer Only [<input type="checkbox"/>] Sum & Acad Year [<input type="checkbox"/>] Acad Year Only [<input checked="" type="checkbox"/>]
HOURS PER WEEK	Sum: 40 hrs/wk [<input type="checkbox"/>] up to 19 hrs/wk [<input type="checkbox"/>] Acad Yr: up to 19 hrs/wk [<input checked="" type="checkbox"/>]
RATE OF PAY	\$9.00/hr

Duties and Responsibilities:

There are 2 functions in this job: stage manager, ticket seller, and house manager for School of Music concerts in Brechemin Auditorium and occasionally Kane Hall. **Stage manager:** oversee the production of student and guest artist recitals. Arrange stage setups, operate simple lights. Time intermissions, monitor seating capacity, secure auditorium after concert, evacuate theatre in an emergency. **Box office/ticket seller:** sell tickets, handle cash and checks. Reconcile cash drawer and complete box office reconciliation form. Secure cash and checks after box office closes.

Minimum Qualifications:

Requires evening/weekend work. Ability to move 9-foot Steinway piano. Must be responsible and reliable. Accountable for box office proceeds. Must be personable, have good communication skills, be able to resolve any problems with ticketing in a patron-friendly manner, and handle multiple tasks simultaneously.

Educational Benefits:

Gain experience in performance production, stage management, box office operations, customer service and simple accounting. Opportunity to see musical performances.

OFFICE USE ONLY

Job Class Code: 0875 0872 Grad: 0881 0882 0883
 51% Comp. to Classified: Yes [] No []
 State [] Federal []
 Open [] Closed []

JOB NUMBER:

11MUSI03

JOB CATEGORY:

ARTS/MEDIA
