OFFICE OF STUDENT FINANCIAL AID
UNIVERSITY of WASHINGTON
Division of Student Life

Work Study Job Description

Job Title	Ticket Office Assistant
Department Name	Meany Hall UW Arts Ticket Office
Job Location	1313 NE 41st St
Pay Rate	$10.50 - $10.50
Employment Period	Summer, Academic Year
Hours Per Week	19 hrs/wk
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.

Job Number: MHPA06 | Job Class Code: 0875 | 51% Comp. To Classified: y | Federal | Open