OFFICE OF STUDENT FINANCIAL AID
UNIVERSITY of WASHINGTON

Work Study Job Description

Job Title	Stage Mgr/Ticket Seller
Department Name	School of Music
Job Location	Music 102
Pay Rate	$11 - $12
Employment Period	Academic Year
Hours Per Week	Up to 19 hrs/wk
Contact Supervisor	Sandra Barone
Phone Number	206-543-2145
Email Address	sbarone@uw.edu
Website	
Box Number	353450

Nature of Organization
The School of Music concert program presents a variety of concerts to patrons from both on and off-campus, providing a wide range of music genre to the public.
Duties and Responsibilities
Their are two functions to the position, stage manager and ticket seller, in addition to being 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 state setup, operate basic stage lighting. Time intermissions, monitor seating capacity, secure auditorium after event, evacuate theatre in an emergency. Ticket Seller/Box Office: 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. Accountable for box office proceeds. Must have level demeanor and good communication skills, and be able to resolve problems with ticketing in a patron-friendly manner, and handle multiple tasks. Timely attendance a must.
Educational Benefits

Gain experience in performance production, stage management, box office operations, front of house, customer service and accounting. Opportunity to see a wide variety of musical performances.
How to Apply
Contact Sandra Barone to inquire about this job position.

Job Number: MUSI03 | Job Class: 0875 | Category: Student Services | 51% Comp. To Classified: y | Program: Federal