

# Fine Arts Center Box Office Job Application

Name: \_\_\_\_\_

Student Email: \_\_\_\_\_

Today's Date: \_\_\_\_\_ Phone: \_\_\_\_\_

Student ID: \_\_\_\_\_ Year of Graduation: \_\_\_\_\_

Do you have Work-Study?      YES      NO      If Yes, Amount Awarded: \_\_\_\_\_

## Relevant Work Experience (Please List Most Recent First)

Position Title	Business/Employer	Dates	Supervisor Name	Supervisor Phone/Email

May we contact any of the above employers for a recommendation?      YES      NO

Why are you applying to work at the Fine Arts Center Box Office?

What qualities do you possess which would benefit you in this position?

What accomplishment are you most proud of in your professional or academic experience?

## Fine Arts Center Box Office Job Application

	9:45	10:00	10:30	11:00	11:30	12:00	12:30	1:00	1:30	2:00	2:30	3:00	3:30	4:00	4:30	5:00	5:30	6:00
MON																		
TUES																		
WED																		
THUR																		
FRI																		

**Please put a ✓ in the boxes above to indicate when you are available to work.**

The Box Office is open for regular business hours Monday through Friday from 10am to 6pm.  
The first shift of the day starts at 9:45am.

Minimum Shift Block: 1.50 hours, Minimum Office Hours per Week: 6.0 hours

Week night and weekend shifts are divided amongst the staff via a sign-up sheet posted in the office.

**Are there any week nights that you would not be able to work?**

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# Fine Arts Center Box Office Job Application

## Responsibilities

- Conduct ticket sales for the Fine Arts Center Series, Department of Music & Dance Series, Department of Theater Series, and miscellaneous performances through ticketing software.
- Confirm order details and collect payment with efficiency and accuracy.
- Work with sensitive customer payment information and account information with care.
- Understand and communicate performance details to customers.
- Uphold FAC and University policies regarding cash and credit card handling.
- Understand varying seating charts, price structures, and policies based on performance.
- Work with the public competently and professionally in person and over the phone.
- Other duties as assigned

*Will train job specific responsibilities upon hire*

## Minimum Qualifications

- Computer experience required
- Ability to work nights and weekends required
- Customer service experience preferred
- Cash handling experience preferred
- Ability to understand and follow complex oral and written instructions
- Ability to remain patient while working with customers and staff in a fast-paced environment

## Schedule

- The Box Office's regular business hours are Monday – Friday from 10am – 6pm. The Box Office follows the University's closing schedule for holidays.
- The first shift of the day starts at 9:45am. Minimum Shift: 1.50 hours, Minimum Office Hours per Week: 6.0 hours
- Week night and weekend shifts are divided amongst the staff via a sign-up sheet posted in the office.