

**Student Worker Position Description
William Jewell College
2021-22 Academic Year**

OFFICE OR DEPARTMENT: Theatre

CONTACT PERSON: Nathan Wyman and Chris McCoy

JOB TITLE: JTC Box Office Manager

JOB DESCRIPTION: Student will oversee the management of the box office for all Jewell Theatre productions, manage the concessions area, find and train volunteer ushers and concessions staff. Maintain cleanliness of the lobbies, concession areas, and theater auditoriums during productions. Other responsibilities may be determined and assigned.

NUMBER OF HOURS PER WEEK: 6

WORK DAY SCHEDULE: M-F 2:30-5:30 (specific hours chosen upon hiring)

SEMESTER(S) OF EMPLOYMENT: Fall and Spring semesters

WAGE RATE:

- x \$10.30 [FY or SO rate]
- x \$10.55 [JR or SR rate]
- \$11.65 per hour [position requires special skills]
- \$11.70 per hour [campus tutors and lifeguards, only]

NOTE: STUDENTS MAY NOT WORK DURING REGULARLY SCHEDULED CLASS TIME. IF CLASS IS CANCELLED OR DISMISSED EARLY, THE STUDENT MUST PROVIDE DOCUMENTATION FROM THE FACULTY MEMBER BEFORE BEGINNING WORK.

REQUIRED SKILLS:

x	Answer phones		Grounds/landscaping		Statistics
x	Ability to work in office setting	x	Interpersonal skills	x	Theatre/Stage Production
x	Ability to do physical labor	x	Inventory	x	Time management skills
	Accompanist		Lifeguard Certification		Tutoring
x	Clerical/filing			x	Typing/Data Entry
x	Computer skills		Photography	x	Sales
x	Customer Service		Research		Video/audio/sound technical skills
x	Custodial		Science knowledge to assist lab		Web page design
x	Effective Communication		Sports Information		

Other, please specify:

Additional Information: On the job training supplied