Box Office Manager

Job Code 50020909

General Description
Responsible for managing the box office activities for Harrison Theatre, Recital Hall, Theatre Center, Evans Auditorium, and School of Music, including select remote events.

Examples of Duties
Oversee all box office activities.
Maintain automated box office information on website.
Oversee front of house including ushers for ticketed events.
Provide high quality customer service.
Generate periodic reports and accurate allocation of funds.
Recruit, interview, hire, train, schedule and supervise student workers.
Perform other duties as assigned.

Knowledge, Skills, and Abilities
Knowledge of: University policies and procedures; faculty and staff rules and regulations; best practices for effective public relations development.

Skill in: Basic math & writing skills; preparing clear, concise, and grammatically correct reports; establishing rapport with faculty and staff; coordinating effective management of projects; operating a personal computer and related software.

Ability to: Read and interpret manuals and understand university policy and procedures; delegate responsibilities to others; ensure good relations between staff and patrons.

Educational Experience
To qualify for this classification, an individual must possess any combination of experience and education that would likely produce the required knowledge, skills, and abilities.

Other Requirements