

Box Office Staff

General Responsibilities:

- You must complete a minimum of 20 hours working on this production in the box office.
 - If you cannot schedule 20 hours, speak with the box office manager and head of the theatre department within the week of being assigned a box office staff member.
- Inform the box office manager of your schedule, so that she/he can create a staff schedule.
 - Include **all** conflicts.
- Attend a workshop held by the box office manager prior to your first shift.
- If you cannot attend a shift, inform the Box Office Manager the day before.
 - Emergencies will be excused.
- While in the box office, you may do homework, work on personal work, or otherwise quiet and non-intrusive activities.
 - You should not bring friends into the box office often.
 - You must dress professionally:
 - If you wear blue jeans, make sure they are not ripped or dirty.
 - Do not wear overly revealing clothes.
 - Do not wear tee-shirts.

Weekly:

- Attend your shifts in the box office.
- If a person asks you to hold onto his/her ticket, write the will call name on an envelope and store it in the will call binder.
- Keep all records up to date.
- Be polite and professional.

Performances:

- You will be required to attend some performances.
 - The box office manager will schedule these.
- Arrive at 5:45 pm (or 1:45 pm for matinees) to have the box office open and running by 6:00 pm (or 2:00 pm).
- Hand out all will call tickets.
 - Will call tickets not retrieved by 6:45 pm (or 2:45 pm) can be resold.
- Be polite and professional.
- At 7:15 pm (3:15 pm on matinees), shut down the box office. Receive the ticket count from the house manager and record it for the box office manager.

Strike:

- Check with the box office manager if you will be needed in the box office for strike.
 - If you are not, report to the mainstage to work under the technical director.

Box Office Staff

All students participating in a show must fill out this form. A separate form must be used for each position held. When complete, return this form to the theatre department head.

Please write clearly and legibly.

Name:

Phone Number:

Email:

Production:

Role:

Please check all that apply to you:

I am in the THEA 104 class.

I am in the Opera Workshop class.

I am in an Independent study class. The class name is _____

I am a BFA Tech major.

I am a BFA Performance major.

I am a volunteer.

By signing this form, I assert that I have not only read and understand the above contract, but I also agree to follow and abide by it. I also understand that I will be held accountable for my actions with repercussions ranging from failing the THEA 104 and Opera Workshop classes to being prohibited from participating in the next show and that my role in the production may be terminated in case of extreme misconduct.

Name (print):

Signature:

Date: _____