



HANCHER BOX OFFICE | Job Description for UI Student Cashier

WORK SCHEDULE. Cashiers work a regular weekly schedule in the Hancher Box Office during normal box office hours. The box office is open 10:00 a.m. to 5:00 p.m., Monday through Friday. Regular weekday shifts can range from 2, 3, 4+ hours depending on your class schedule and availability. We offer great flexibility when creating your weekly schedule.

Evening and weekend shifts are also required when we have events. You are not required to work all events. The typical work week averages approximately 10–15 scheduled hours and will not exceed 20 hours.

DUTIES. Hancher Box Office cashiers provide friendly, knowledgeable service to customers interested in attending Hancher performances and productions presented by Performing Arts at Iowa. We prize great communication skills; experience with customer service, computers, and cash handling; attention to detail; and an interest and knowledge of the arts on campus.

Primary duties include selling tickets and answering patron questions. Additional job duties include checking the Hancher Box Office's email, data entry, and help with other projects as needed.

In addition, Hancher Box Office employees represent the University of Iowa to the ticket-buying public in a friendly and positive manner and provide complete and accurate information about arts events on the Iowa's campus.

QUALIFICATIONS. Excellent English language communication skills; cheerful attitude; previous experience with customer service, sales, and cash handling; attention to detail; computer knowledge; interest in and knowledge of the performing arts.

The willingness to learn AudienceView Ticketing system is required.

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 **HANCHER AUDITORIUM**

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