

Job Title: Cashier

Schedule: Flexible w/night and weekends

Pay Rate: \$16.99/hour

Description:

Sell and process ticket orders for Cal Performances via counter, mail, and phone during regular business hours and at evening and weekend events. Perform miscellaneous clerical tasks as assigned, including filing, errands, and data entry.

To Apply:

Interested parties may email a resume and class schedule to tickets@calperformances.org. Indicate "Cashier" in the email subject line. In the body of email, please specify work-study qualifications.

Candidates will be contacted by email for an interview.

Qualifications:

- Hours during summer session: Tuesday-Friday 11AM-6PM
- Hours during fall/spring semesters: Tuesday-Sunday 11AM-6PM, evenings and weekends (flexible)
- Must be a current UCB student
- Must be able to work on campus; this is not a working remote position
- Good public relations and customer service skills
- Previous cash handling experience
- Strong verbal communication skills
- Strong organizational skills with attention to detail and accuracy
- Mathematical skills sufficient to perform basic calculations
- Excellent computer skills
- Must be able to successfully pass a background check
- Interest in the arts