Lesher Center for the Arts – Part-Time Ticket Office Agent

Hourly Rate: $10 per hour

Duties & Responsibilities:

The position uses specialized computer software to sell tickets, both in the main ticket office as well as at outlet locations for the Lesher Center For the Arts; assists guests with questions, directions, and comments/complaints; works in cooperation with the house managers, theatre technicians, volunteer ushers, and other staff to ensure that events run smoothly.

Desired Qualifications:

Educational achievement equivalent to graduation from high school is desired. Courteous, responsible and self-motivated individuals encouraged to apply. Applicant should naturally enjoy dealing with people and be able to ‘think on your feet’. Knowledge of the Lesher Center and its programming, mission, and layout is desired. Must be able to work shift work, including week days, evenings and weekends.

To apply:

Download City of Walnut Creek Employment Application here: <http://www.walnut-creek.org/home/showdocument?id=4700>

Send a City of Walnut Creek Employment Application to:

Lesher Center for the Arts

1601 Civic Dr.

Walnut Creek, CA  94596

Fax: (925) 943-7222

Email: CEgg@LesherARTScenter.org