**Part-time seasonal ticket office positions available NOW**

**Cal Performances Ticket Office**

**Position: Ticket Office Agent**

**Duties:** Process single ticket and subscription ticket orders via phone, mail, and walk up window.  Provide customer service and information to diverse constituents including donors, subscribers, and the UC Berkeley community.  Problem solve.  Other box office-related duties as needed.

**Available Dates**:  **NOW**-5/26/17  (may extend into June as needed)

**Available hours:**  Any portion of:  Tuesday-Friday, 11:30 a.m. to 5:30 p.m. and Saturday-Sunday, 12:30 p.m. to 5 p.m.  2 to 6 hour shifts preferred but we can be flexible.

**Qualifications:**  Customer service experience. Familiarity with ticketing policies, procedures, and software; Tessitura experience preferred but not required (will train).  Must pass UC background check for bonding purposes. Team player and good sense of humor imperative.

**Pay**: $19.25/hour

**Where:**  Zellerbach Hall, UC Berkeley campus (short walk across campus from Downtown Berkeley BART)

**Contact:**  [liz@calperformances.org](mailto:liz@calperformances.org).  Please include your relevant experience and availability, including start date and preferred hours. Can be in email form; resume/letter not required.