

Performance Management Box Office Graduate Assistant

Required Components:

Resume and Cover Letter

Employer/ College Name and Address:

Rider University, The College of Arts and Sciences

Department Name:

Performance Management

Position Location:

Fine Arts

Name of Supervisor

Leandra Acosta

Position Name/Classification:

Performance Management Box Office Graduate Assistant

Purpose/Role:

Box Office Support for the College of Arts and Sciences

Duties and Responsibilities:

Under the supervision of the Associate Director of Performance Management, the Performance Management Box Office Graduate Assistant will:

- Support ticketing, box office and front-of-house operations and staffing for performances
- Supervise student box office and usher staff
- Complete box office ticketing sales/reporting/deposits for on- and off-campus events
- Utilize box office software to report sales and reconcile with box office host company
- Provide general support to Performance Management and Production Management

This position includes remote work on a flexible schedule, but will require in-person evening and weekend hours during peak performance periods, including evening performances (6pm-9pm) and

matinee performances (1pm-5pm) on Fridays, Saturdays, and Sundays during the fall and spring semesters.

Qualifications:

- Experience with cash handling and point-of-sale systems
- Excellent customer service and interpersonal skills
- Flexibility in working irregular hours, including evenings and weekends
- Ability to manage team members, prioritize tasks, and stay organized
- Strong verbal and written communication skills
- Experience with ticketing software a plus

Wage Rate/Range:

\$15.52. Average of 10 hours per week.

Additional Compensation (if applicable):

One 3-credit tuition release in Fall '25 and one 3-credit tuition release in Spring '26.