



Marcus Center
for the Performing Arts

Part-time Box Office Clerk

Here is your opportunity to work at the Marcus Center! If you enjoy flexible scheduling, a diverse work environment, and you are passionate about the arts this is the place for you! Come check out this high-energy workplace in the heart of downtown Milwaukee!

Box Office Clerk Position Tasks:

Provide accurate information to all patron inquiries.
Process ticket sales in-person and over the phone.
Process ticket changes in-person and over the phone.
Research and resolve any ticketing errors/issues.
Complete an end-of-day cash reconciliation "check-out".

Desired skills/experience:

Previous customer service experience
Previous cash handling/reconciliation experience
Problem solving skills
Strong communication skills
Ability to go with the flow

Scheduling/Availability requirements:

We are currently seeking new employees to cover weeknight shifts as well as afternoon and evening shifts on Saturdays & Sundays. Employee availability must include at least two weeknight shifts and two weekend shifts. Actual scheduled hours will vary from week to week depending on need. Employees are typically scheduled for 10-20 hours per week. Scheduling is completed two weeks at a time. We are very flexible with shift start times and personal time off requests!

Application Directions:

Please email your resume to lredlin@marcuscenter.org by Friday Feb 10th, 2017.

No phone calls please.