

Applying to work for Erwin Center/Athletics' Box Offices?

Here's some helpful information.

Job Responsibilities:

Selling tickets and providing up-to-date information for events held by the Erwin Center, UT Athletics, the Performing Arts Center, and various venues in and around Austin. In addition, you will be responsible for distributing tickets ordered by the phone or internet through Texas Box Office. Otherwise, as long as your job responsibilities are not neglected, you are allowed to study, read a book, or

Training:

Training consists of three parts:

- an initial training session which includes an introduction to our computerized ticketing system and basic information about the various venues;
- a scheduled observation shift where you will be paired with a current employee to watch them at work and
- a second shift where a current employee will observe you and be available to answer any questions you may have.

If additional training is necessary we've got it covered. Oh, and the best part...training is paid.

Pay Rate:

Ticket sellers (appointed - student associate) start at \$8.00 per hour. Ticket sellers (appointed office assistant/19 hours a week limit) start at \$11.01 per hour. During Erwin Center events and/or on-sales, ticket sellers will be paid for a minimum of four hours or the total number of hours they worked if greater than four. Paychecks are distributed every two weeks.

Scheduling:

Sign-up sheets are posted each month for the upcoming month. It is your responsibility to sign up for shifts. This allows for flexibility so students can work around his/her school schedules, etc. The sign up sheets will be taken down on the 21st and the final schedule is posted by the 25th.

Shifts:

An average shift is about four hours long, although longer shifts are sometimes available. The normal hours for the Erwin Center Box Office are Monday through Friday 10:00 am to 6:00 pm (though this does vary depending on event/on-sale schedule). The hours for the Athletics Box Office are Monday through Friday 9:00 am to 4:00 pm. The number of shifts assigned to you per month depends on how many shifts you sign up for, the number of scheduled events, and your work availability. Generally, ticket sellers are not allowed to work more than 40 hours per week (Monday-Sunday).

Please Note:

You are applying for a security sensitive position at the University of Texas at Austin. A criminal background check will be conducted. If your record of criminal activity on the PO-14 form is found to be false or if there is a record omitted, you will be permanently barred from all future employment at the University of Texas at Austin.