

UMBC | EVENT CENTER

Description:

We are looking for bright, passionate, reliable and hard-working student to be a part of our team through an internship. This position will expose the individual to all aspects of the coordination and administration of a box office. The individual will gain valuable experience with a professional organization for their future in the sports and entertainment industry.

The candidate will be expected to work office hours during the week and also work events/shows taking place at the UMBC event center. All candidate hours can be flexible to accommodate your school schedule. Some nights, weekends, and holidays will be required.

Essential Functions:

Assist the Box Office Manager in the day-to-day operations of the Ticket Office. Duties include, but not limited to:

- Learn & Operate the Ticketmaster Classic (Host) system
- Process and reconcile daily sales
- Provide accurate information and superior customer service to patrons
- Supervise ticket office in absence of Box Office Manager
- Flexibility, attention to detail, and ability to multi-task in a fast paced environment
- Other organizational and administrative duties as assigned including maintaining/organizing files, data entry, working with marketing, event & guest services and finance, etc.

Qualifications:

This is open to current undergraduate or graduate students; juniors, seniors or graduate students preferred. All college majors will be considered. Excellent communication, organizational and customer service skills. Prior customer service, sales and cash handling a plus. Reliability and professionalism a must.

Contact:

Please email letter of interest and resume to: Jason Cichowicz, Box Office Manager, cichowij@umbc.edu