



**Box Office Staff**  
**\$14.70 - \$17.87 hourly**  
**(Part-Time/Non Benefited Position)**

**THE OPPORTUNITY:**

The City of San Gabriel’s Mission Playhouse is seeking a Box Office Staff member who is a self-starter with strong customer service skills, communicates effectively with others, and can work with the public in a fast-paced, team environment.

**POSITION SUMMARY:**

Under direct supervision of the Box Office Manager, the Box Office Staff will serve as a point of sales and related transactions representative, greet customers, visitors and answer telephones in a professional manner, keeps the box office area clean and clutter-free, must be able to work independently, responsible for cash balance at the end of shift, and perform other duties as assigned. Box Office Staff will often be the first point of contact with patrons and as such, candidates will need to be friendly, enthusiastic, and eager to assist patrons from all walks of life. Additionally, candidates are required to work a flexible schedule, including evenings and weekends.

**MINIMUM QUALIFICATIONS:**

Although other combinations may be considered, a typical way to obtain the knowledge, skills, and abilities would be college coursework and previous experience working a live event or in a theater box office. Possession and maintenance of a Class C California Driver’s License and satisfactory driving record are also required.

**PARS REQUIREMENT:**

Part-Time employees are required to participate in the Public Agency Retirement Services (PARS) in lieu of Social Security.

**BILINGUAL PAY:**

Upon approval from the Department Head, bilingual pay of \$.58 per hour is available to employees who work a minimum of 20 hours per week and must be able to utilize and pass a proficiency examination in one or more of the following languages Cantonese, Mandarin, Vietnamese, or Spanish.

**APPLICATION PROCEDURE:**

To apply, please visit [jobs.sangabrielcity.com](http://jobs.sangabrielcity.com). **Applications will be accepted on a continuous basis. Faxed, emailed, or hard copies of applications and/or resumes are not accepted.**

*The provisions of this bulletin do not constitute an expressed or implied contract. Any provisions contained in this bulletin may be modified or revoked without notice. Applicants with legal disabilities, who require special testing accommodations, must contact the City of San Gabriel Human Resources Department at least five (5) days prior to the examination date.*

All qualified candidates are encouraged to apply; the City of San Gabriel is an Equal Opportunity Employer.  
鼓勵所有的合格候選人提出申請 圣蓋博市是平等機會的雇主  
Tất cả ứng cử viên hội đủ điều kiện nên nộp đơn. Thành Phố San Gabriel là một sở làm có tôn chỉ tạo cơ hội bình đẳng.  
La ciudad de San Gabriel ofrece la igualdad de oportunidades en el empleo, apoyamos a los candidatos calificados a aplicar.

HUMAN RESOURCES DEPARTMENT