

Adams State College
School of Arts and Letters, Theatre Program

Work Study Job Description

Work Study Job Title: Office Assistant
Job Description: Must be good with the public. Must be able to have or quickly learn computer skills: familiarity with MS Word, MS Excel, Photoshop, scanning, etc., as well as familiarity with marketing techniques are desirable. Assistant will 1) manage the Box Office by answering the phone, taking reservations, printing, organizing, and selling tickets, and other duties as assigned, OR 2) manage the Publicity and Public Relations Office by answering the phone, creating posters, programs, public service announcements, news releases, and marketing for the theatre program, and other duties as assigned, OR 3) House Manage the theatre by answering the phone, organizing and training ushers, organizing and handling concessions, creating lobby displays, learning safety and evacuation emergency procedure and being present in the theatre during performances, and other duties as assigned.

School/Department: Theatre Program
Contact Person: Dr. Paul S. Newman and Dr. John Taylor
Address: 125 Theatre Building
Phone: 587-7457