



HOUSE MANAGEMENT APPLICATION FOR EMPLOYMENT

AVAILABLE POSITIONS - Please indicate which position(s) you are interested in.

- Usher** Wharton Center employs nearly 150 students who work as ushers and ticket takers at our 4 theatres – Cobb Great Hall, Pasant Theatre, MSU Concert Auditorium, and Fairchild Theatre. Ushers work primarily night and weekend hours throughout the school year.

- Event Coordinator** This position works directly with the Event Manager on special events that occur in the building, such as receptions, dinners and artist hospitality. This job includes room set-up and strike food service events, working with facility users and catering companies. Hospitality Business majors preferred.

- Wharton Gifts Staff** Wharton Gifts staff work closely with the volunteers working in the gift shop located within Wharton Center. Wharton Gifts is open 11-4PM and also during evening and weekend performances. Retail Management majors preferred.

PERSONAL INFORMATION

Name: _____ Student Number: _____

Local Address: _____

Permanent Address: _____

Local Phone Number: _____ Permanent Phone Number: _____

MSU E-mail Address: _____

How did you hear about this position/who were you referred by? _____

SCHOOL INFORMATION – ALL APPLICANTS MUST BE MSU STUDENTS

Are you an MSU student? _____ Class standing: _____

Major: _____

Please list any evening or weekend days that you are **not** available. _____

How many hours a week are you available to work? _____



WORK HISTORY – Please list any work/volunteer experience that you have had or attach a resume.

Position held: _____ Company: _____

Start Date: _____ End Date: _____ Reason for leaving: _____

Duties Performed: _____

Supervisor: _____ Phone Number: _____

Position held: _____ Company: _____

Start Date: _____ End Date: _____ Reason for leaving: _____

Duties Performed: _____

Supervisor: _____ Phone Number: _____

REFERENCES

Name: _____ Phone Number: _____

Relationship: _____ Years Known: _____

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Please describe what interests you about working at Wharton Center:

Please return application to: House Management, Wharton Center for Performing Arts, 750 E. Shaw Lane, MSU, East Lansing, MI 48824, by e-mail to kribsmat@msu.edu, or fax to (517) 432-3026. If you intend to email this application, please make sure it has been saved properly and is not blank. Applications are accepted throughout the year and will be kept on file for the next hiring cycle which is typically in early September.