



Student Application - Box Office Associate

**Please email all applications to jessica.durham@centre.edu
or turn in at the Norton Center Box Office**

Legal name: _____ **Nickname:** _____

_____ **Current Student Status:** _____ Freshman _____ Sophomore

_____ Junior _____ **Senior ID number:** _____

Cell phone: _____

Email Address: _____

Home Address: _____

(City)

(State)

(Zip)

Involvement in Extracurricular Activities and time commitments (i.e. fraternity, sorority, clubs, sports, community service, etc.)

For 2026-2027, I anticipate Studying Abroad: _____ Fall _____ Centre Term _____ Spring

Work History:

On-campus experience:

Past experience at the Norton Center (years, positions, etc.):

Off-campus experience:

In one paragraph, state the reasons why you want to work at the Norton Center, and why you would be a good fit for each position for which you have applied:

Availability:

Box Office Associates will be expected to work hours during the regular box office hours of 9am-4pm, Monday-Friday. The schedule will be created based on class schedules from all employees. While we will try to work around conflicts, it is understood that the responsibility of employment at the Norton Center supersedes extra curricular activities.

Box Office Associate Job Description

- Responsible for sales and service during daily box office hours.
- Expected to work in conjunction with the box office staff.
- Responsible for simple accounting of daily cash drawer as well as all sales receipts.
- Expected to know all box office event procedures of the Norton Center and to adhere to them. This includes emergency related procedures and customer service procedures.
- Have knowledge of the Spektrix ticketing system and will be able to think critically on solving any errors that arise.
- Will be able to demonstrate excellent customer service and effectively communicate performance details, ticketing information, upsell opportunities, and Norton Center policies.

I would like to be considered for *Box Office Event Associate* as well

_____ Yes _____ No

Box Office Event Associates are expected to work every show at the Norton Center, as needed based on demand. If you have a conflict, please discuss with the Box Office staff, giving advance notice.

September 16, 2026	Alison Krauss 7:30PM Newlin
October 1, 2026	The Music Man 7:30PM Newlin
October 22, 2026	Atlanta Rhythm, Orleans and Firefall 7:30PM Newlin
November 6, 2026	So Good! The Neil Diamond Experience 7:30PM Newlin
November 9, 2026	A Conversation with John Green 7:30PM Newlin
November 18, 2026	Bia Ferreira* 7:30PM Weisiger
December 4, 2026	The Unauthorized Hallmark(ish) Parody Musical 7:30PM Newlin
January 9, 2027	Michael Davidman 7:30PM Weisiger
February 11, 2027	Skerryvore* 7:30PM Newlin
February 16, 2027	Cheng ² Duo* 7:30PM Weisiger (Matinee on 2/17/27)
February 26, 2027	House of Waters 7:30PM Weisiger
February 28, 2027	The Peking Acrobats* 7:30PM Newlin (Matinee on 3/1/27)
March 19, 2027	Tim Meadows 7:30PM Newlin
April 24, 2027	Pam Tillis 7:30PM Newlin

*Indicates an additional matinee performance | 10:00am

PLEASE READ THE FOLLOWING ON THE NORTON CENTER'S POLICY:

The Norton Center is committed to providing services as a first-class cultural institution. In order to deliver an exceptional experience for our patrons, we must excel in customer service and safety. If you are chosen to join the Norton Center staff, you will be required to read and agree to the Student Workers' Handbook as well as attend a **mandatory training session**, date and time to be announced.

Management will also be required to complete CPR/First Aid certification training (Norton Center covers cost). All employees of the Norton Center will be required to wear black dress clothes (specifics outlined in handbook) in order to appear uniform and professional. If a student worker does not meet the professional dress code outlined they will be asked to change into appropriate attire.

We consider all applicants for positions without regard to race, color, religion, sex, national origin, citizenship, age, sexual orientation, mental or physical disabilities, veteran reserve/National Guard or any other similarly protected status.

(Signature)

(Date)