

WHARTON CENTER

FOR PERFORMING ARTS

HOUSE MANAGEMENT APPLICATION FOR EMPLOYMENT

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

Usher Wharton Center employs over 150 students who work as ushers and ticket takers in our 2 theatres – Cobb Great Hall and Pasant 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.

PERSONAL INFORMATION

Name: _____ Student Number: _____

Local Address: _____

Permanent Address: _____

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? _____

Please describe what interests you about working at Wharton Center:

W H A R T O N
C E N T E R
FOR PERFORMING ARTS

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: _____

Name: _____ Phone Number: _____

Relationship: _____ Years Known: _____

For Usher Applicants, please return application to: Matt Kribs, Wharton Center for Performing Arts, 750 E. Shaw Lane, MSU, East Lansing, MI 48824, by e-mail to kribsmat@msu.edu.

For Event Coordinator Applicants, please return application to: Cody Manthei, Wharton Center for Performing Arts, 750 E. Shaw Lane, MSU, East Lansing, MI 48824, by e-mail to mantheic@msu.edu.

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.