



Company One Theatre: Lobby & Box Office Manager

Company One Theatre seeks candidates for the position of Lobby & Box Office Manager for their 2017 production of PEERLESS by Jiehae Park, directed by Steven Bogart.

Performances will be at the Boston Public Library Main Branch in Copley Square, and run April 27 - May 27th. Show times are:

Thursdays - 7pm

Saturdays - 2pm & 7pm

Sundays - 2pm

JOB RESPONSIBILITIES

- Attend each performance of PEERLESS
- Arrive 2 hours before show time to organize lobby, manage will call lists, and set up box office
- Process day of sales
- Responsible for maintenance of lobby area and supplies
- Support producers/ushers on duty
- Generate and send nightly lobby performance reports
- Attend orientation and training session
- Report issues to Marketing Associate and Marketing Manager in a timely manner and collectively troubleshoot

Qualifications:

- Experience in customer service
- Well organized
- Detail-oriented
- Management experience a plus
- Experience in theatre a plus

Candidates from diverse backgrounds and/or traditionally under-represented groups are strongly urged to apply.

Salary: \$11/hr

How To Apply:

Please submit your cover letter and resume to Sarah Cohan, HR Manager, at employment@companyone.org.