

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 REALLY by Jackie Sibblies Drury, directed by Shawn LaCount.

Performances will be at the Matter & Light Gallery in the South End, and run January 25 through March 4, with a possible one-week extension following. Show times are Wednesdays through Sundays at 7pm, and some Sundays at 4pm.

JOB RESPONSIBILITIES

- Attend each performance of REALLY (there is the potential to split this position between 2 people)
- Arrive 1.5 hours before show time to organize and prep lobby and box office set-up
- Responsible for all on-site box office services for patrons, including sales and will-call
- Responsible for maintenance of lobby area and supplies
- Become TIPS certified and acting as back-up support for concessions
- Create nightly lobby performance reports
- Attend orientation and training

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.