

Company One Theatre: Lobby & Box Office Manager

Company One Theatre seeks candidates for the position of Lobby & Box Office Manager for their 2018 production of *LEFTOVERS* by Josh Wilder, directed by Summer L. Williams.

Performances (16 in total) will be at the Strand Theatre in Dorchester, and will run July 21 – August 18.

Show times are:

Thursdays, Fridays, Saturdays – 7:30pm

Sundays – 2pm matinees

Thursday 8/2 – 1pm matinee (no evening performance)

JOB RESPONSIBILITIES

- Attend each performance of *Leftovers*
- 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 company staff on duty
- Generate and send nightly lobby performance reports
- Attend orientation and training session
- Report issues to 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: \$14/hr

How To Apply:

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

Application Deadline:

Applicants encouraged to apply by Friday, July 6, 2018.