



## COMPANY ONE THEATRE: LOBBY & BOX OFFICE MANAGER

Company One Theatre seeks candidates for the position of **Lobby & Box Office Manager** for the performances of **BLACK SUPER HERO MAGIC MAMA** by Inda Craig-Galván. The production will be directed by Monica White Ndounou, produced in partnership with the American Repertory Theater, and performances will be held at Rabb Hall at the Boston Public Library in Copley Square.

We ask that all candidates present proof of fully vaccinated status for COVID-19 upon hiring.

### DATES

Training:

- One meeting the week of April 11 - Time TBD
- Invited Dress Rehearsal on the evening of April 21

Performances/shifts:

- Evenings and weekends April 22 through May 21, 2022
- Call time for this position is 2 hours before performances
- Performances Thursdays at 7pm, Fridays at 7pm, Saturdays at 7pm, and Sundays at 2pm
- Additional performance Saturday May 21 at 2pm
- Shifts will last approx. 4 hours

### JOB DESCRIPTION

- Will report to the Marketing Manager on the C1 staff
- Process day-of ticket sales and free reservations at performances, prioritizing a welcoming atmosphere and the care of C1's communities
- Supervise C1 Box Office Associates and coordinate with A.R.T. Front of House staff
- Oversee and lead set-up of the box office system for each performance, ensuring that all box office computers are functioning properly
- Responsible for the overall organization of the lobby space for each performance (i.e. makes sure supplies are stocked for displays, computers are turned on, the space looks neat and tidy)
- Responsible for sending out pre- and post- performance emails to audience members
- Manage will call lists and other TicketLeap functions
- Support C1 staff producers on duty as needed
- Keep a count of programs, audience surveys, pens, and clipboards
- Generate and send nightly lobby performance reports, noting low supply levels at least two performances in advance of running out
- Remain present at the box office station to take donations and membership sign ups during intermission and after the performance
- Leading clean-up after each performance, ensure all valuables are locked up and lobby is presentable and clean, remaining on premise until the majority of audience has left
- Report issues to Marketing Manager in a timely manner to collectively troubleshoot any problems that arise

### COMPENSATION

\$22.50 per hour with W2 paperwork

### SKILLS/EXPERIENCE

Previous experience in a customer service job desired but not required. Previous experience leading a small team ideal. Seeking Boston-based candidates or those who have their own housing/transportation in the Boston area. Candidates from diverse backgrounds and/or traditionally under-represented groups are strongly encouraged to apply.

### ABOUT US

Company One's mission is to build community at the intersection of art & social change. We value community engagement, collective decision-making, transparent communication and mentorship.

Learn more about us: <http://www.companyone.org>

### HOW TO APPLY

Please submit a paragraph about why you're a good fit, recent resume, and references to [employment@companyone.org](mailto:employment@companyone.org)

Company One Theatre is an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability status, protected veteran status, or any other characteristic protected by law. Company One Theatre is committed to building a culturally diverse staff and strongly encourages applications from candidates of color, LGBTQIA+ and women candidates, individuals with disabilities, and veterans.