

COMPANY ONE THEATRE: SEEKING BOX OFFICE ASSOCIATE



Company One Theatre seeks candidates for the position of **Box Office Associate** for the performances of *can i touch it?* by Francisca Da Silveira. The production will be directed by Summer L. Williams, produced in partnership with the City of Boston's Office of Arts and Culture, and performances will be held at The Strand Theatre in Dorchester (543 Columbia Road, Boston).

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

DATES

Paid Training:

- One training meeting the week of July 18
- Invited Dress Rehearsal on the evening of July 21

Performances/shifts:

- Evenings and weekends July 22 through August 13, 2022
- Call time for this position is 90 minutes before performances
- Performances Thursdays at 7:30pm, Fridays at 7:30pm, Saturdays at 7:30pm, and Sundays at 2pm
- Saturday matinee performance on August 13 at 2pm; possible matinee to be added Saturday August 6 at 2pm

JOB DESCRIPTION

- Will report to the Box Office & Lobby Manager
- Serves as the front line of customer service for audience members, prioritizing a welcoming atmosphere and the care of the C1 communities
- Checks people in for will call and processes day-of sales
- Responsible for checking vaccination cards and overseeing audience's self-administered rapid tests as needed
- Assists the Box Office & Lobby Manager with any box office set up and/or lobby maintenance
- Responsible for assembling clipboards, audience surveys and/or stuffing programs when needed
- Responsible for ensuring the house (audience seating) is presentable before opening to the public
- Enters completed audience surveys into C1's online data collection system

COMPENSATION

\$20 per hour with W2 paperwork

SKILLS/EXPERIENCE

Previous experience in a customer service job desired but not required. 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

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.