



Now Hiring: Part Time Box Office Assistant

Posted on: August 1, 2018

Timeframe

Interviews Begin: August 2018

Position Begins: Immediately

General Information

Matthews Playhouse is a community based non-profit theatre organization committed to enriching the lives of children and adults by inviting them to participate in the world of performing arts. We are looking to hire a part-time Box Office Assistant to join our team. This is a part-time, hourly position, hired as an independent contractor.

The Box Office Assistant will report directly to the Box Office Manager. Duties include assisting the Box Office Manager in the box office during shows and/or handling box office responsibilities if/when the Box Office Manager is unavailable. Box office handles the sale of tickets for nine (9) shows a year, with performances typically occurring on weekends, which could include Fridays, Saturdays and Sundays. Box Office Assistant will also occasionally work during afternoon box office hours (usually Monday-Friday 2:00-4:00pm). Office hours occur the two (2) weeks before a performance and throughout the run of the show. Box office will open one hour prior to performances. Note: training will be provided by Blumenthal/Carolina Tix on Audience View ticketing procedures.

Qualifications

Applicants should have previous customer service experience, experience with working in a fast-paced environment, and appropriate phone etiquette. Previous box office experience is preferred but is not necessary.

To apply, please submit a professional resume.

Contact

Debbi Ballard

Box Office Manager

mplayhouse@gmail.com

(704) 846-8343