

Audience Services Representative

Description

Under the supervision of the Front of House Supervisor, the representative will participate in all activities linked to the Box Office including, but not limited to:

- answer telephone inquiries from the public about Theatre performances
- provide information and quality customer service
- operate the Box Office software, booking tickets to concerts and performances to members and the general public
- give out tickets during busy will call time
- provide administrative support to all departments such as mailings and handling general paperwork
- perform any other task as may be required to achieve the overall efficiency of operations (i.e. light cleaning, selling merchandise, concessions)

Qualifications

- highly organized and able to work under pressure
- good team player, dynamic
- pleasant and friendly telephone manner, you will be dealing with inquiries from a wide range of people
- good numerical skills, you will be handling credit card, checks and cash transactions
- previous experience of working in a Box Office is preferred, but not required
- ServSafe and Tips certified is encouraged, but not required

Application Deadline: ASAP (Interviewing Until Filled)

Please send your resume and cover letter to:

Attn: Samantha O'Brien, Audience Services Manager:

Samantha@greaterbostonstage.org

Or mail to: Greater Boston Stage Company

395 Main Street, Stoneham, MA 02180

781-279-2200

Salary \$15/hour