

Audience Services Representative

Description

Under the supervision of the Box Office Lead, 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 Process

Applications will be accepted on a rolling basis.

GBSC is an Equal Opportunity Employer. People from diverse backgrounds are strongly encouraged to apply. Candidates are invited to submit a cover letter resume, electronically to:

vanessa@greaterbostonstage.org

Candidates of interest will be contacted. We regret that we are unable to follow up with every candidate. No phone calls, please.

To learn more about the theatre please visit GreaterBostonStage.org.

Salary \$17/hour, 4 hour minimum shift
Night and weekend availability required