



The Colonial Performing Arts Center seeks a part-time, Box Office Attendant to work with members of the public attending film and live events at our historic theatre and new venue, Showroom. Staff provide quality customer service while presenting a neat, friendly, and professional manner and appearance.

*General Duties:*

Day-to-day functions include activities related to Box Office ticket sales, record keeping, and other front of house operations.

*Responsibilities:*

- Provide customer service to and answer inquiries of theatre patrons.
- Sell tickets for film/upcoming live events and process theatre memberships in person, over the phone, and occasionally by mail.
- Summarize the day's sales through established cash-out procedures (troubleshoot and resolve discrepancies; process daily cash and credit card reports); verify movie ticket sales and report grosses; fill out box office reports; ensure audience comfort and safety.
- Open and close the Box Office and the building for all scheduled shifts.
- Hold responsibility for patrons and the house. Provide information for front of house operations in the absence of manager.
- Inform appropriate management during emergency situations, and provide timely and accurate communications.
- Other duties as assigned.

*Schedule:*

Our Box Office is also open Tuesday-Friday noon to 5pm, and two hours prior to live events and one hour prior to films. This is a part-time position that requires night and weekend hours.

*Compensation:*

\$16.00 per hour