



## **The Upfront Theatre is hiring for our Box Office!**

The Box Office staff is responsible for in-person box office operations, and providing excellent customer service. The successful candidate will work well in a fast-paced environment, utilizing their great time management, interpersonal, communication, and problem solving skills. Experience in a live performance venue is a plus. Enthusiasm for improv comedy is a must!

ROLES & RESPONSIBILITIES include but are not limited to:

- Administer box office operations, including will call procedures and selling tickets in house
- Provide guests with a positive & professional experience during their visit
- Be knowledgeable and answer questions about The Upfront, shows, and classes
- Be the point person for volunteers
- Oversee daily box office reconciliations
- Help maintain cleanliness of the theater
- Communicate with players and the bar staff pre-show to
- Cross train on bar and concession in case coverage is needed (WA MAST certification required, the cost to obtain will be covered by The Upfront)

PREFERRED QUALIFICATIONS include but are not limited to:

- Exceptional customer service with outstanding people skills
- Experience working with a POS system in a theater or retail setting
- Proficient computer skills
- Enjoys working with people and databases
- Works collaboratively and independently
- Ability to problem solve under pressure
- Excellent verbal communication skills

HOURS: Part time, Thursdays, Fridays, & Saturdays 6:30- 11:30pm

PAY RATE: \$19/ hr, approximately

START DATE: Nov 14th, 2024

PERKS!: Free admission to all regular Upfront Theatre shows, 2 free friends and family tickets/month, discount on concessions (when attending shows).

The Upfront Theatre is committed to social equity and justice and encourages candidates of all racial and gender identities, cultural, ethnic, and economic backgrounds, and of any sexual orientation to apply. The Upfront Theatre is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, sex, religion, age, disability, sexual orientation, veteran status, or marital status in employment or the provision of service.

Contact [info@theupfront.com](mailto:info@theupfront.com) with your resume and why you want to work with us!