



# BELLINGHAM'S HOME FOR IMPROV COMEDY

## **The Upfront Theatre is hiring for our Front of House Team!**

We are seeking a dynamic and customer-focused individual to join our Front of House team. This role includes responsibilities in both the Box Office and Bar, ensuring patrons have an outstanding experience from arrival to departure. The ideal candidate thrives in a fast-paced environment, demonstrates strong communication and problem-solving skills, and is passionate about live performance—particularly improv comedy.

### **Roles & Responsibilities** include but are not limited to:

- Operate the in-person box office, including ticket sales, will call, and end-of-day reconciliations
- Provide professional, welcoming, and helpful customer service to all guests
- Serve as a knowledgeable resource for information about The Upfront Theatre, upcoming shows, and available classes
- Act as the main contact for Front of House volunteers
- Maintain clear communication with performers, technical crew, fellow staff, and management
- Help uphold cleanliness and organization throughout the theatre, greenroom, and bathrooms.
- Maintain compliance with WA MAST requirements (certification costs covered by The Upfront Theatre)

### **Preferred Qualifications** include but are not limited to:

- Strong customer service skills with a friendly and professional demeanor
- Previous POS experience in a live performance venue, bar, or retail environment
- Comfortable working with databases and basic tech equipment, including cameras, tablets, phones.
- Capable of working both independently and collaboratively as part of a team
- Excellent time management and adaptability under pressure
- Clear and effective written and verbal communication
- A genuine enthusiasm for improv comedy and community engagement

[See Page 2 for Employment and Application Details]



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**Start Date:** Thursday, May 29, 2025

**Hours:**

- Part time
- Thursdays, Fridays, & Saturdays 6:30PM - 11:30PM
- Special Events (dates/times vary)

**Pay Rate:**

- \$19/HR, approximately
- Tips shared between FOH staff

**Perks:**

- Free admission to all regular Upfront Theatre shows
- 2 free friends and family tickets/month
- Discount on concessions (when attending shows)
- 1 free non-alcoholic concession during shift
- Opportunity to nominate a nonprofit for a benefit show(s)

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, 2-3 References, and Why you want to work with us!**