



### **Box Office and Front of House Assistant**

Theatre Aspen's Box Office and Front of House Assistant is a seasonal full-time position responsible for providing support to both the box office and house management departments.

**Requirements:** Experience working in a box office and as a house manager strongly preferred. Experience with Patron Manager ticketing a plus.

#### **The duties are as following, but not limited to:**

- Serve as support to the Box Office Manager (primarily) and the Front of House Manager (secondarily).
- When working with box office, answer box office phones and address patrons' needs, including selling and exchanging tickets and answering questions, as well as complete box office reports as needed. Support the Box Office Manager as needed.
- When acting as house manager, complete and distribute house reports for each performance via email, provide leadership in emergency situations, supervise volunteer ushers, etc.
- Aid and support with all events, rentals, or classes, held at the venue including but not limited to set up and break down of those events and volunteer staffing.
- Maintain cleanliness/presentation of the theatre and lobby, and the closing of the location following performances when acting as house manager.
- Meet all patrons' needs as they arise, tend to any concerns and complaints by patrons or visitors. Work with administration and box office staff to constantly strive to improve the patron experience.
- Creating a welcoming environment for guests visiting the Hurst Theatre and surrounding park during the day by providing information about Theatre Aspen shows and more.
- Participate in the load-in and strike of the lobby at the beginning and completion of the season as necessary.
- Other duties as assigned by the Box Office Manager, Front of House Manager, or Managing Director.

**Dates:** June 10 – August 27

**Pay:** \$500 per week with housing and travel provided

To apply please send resume and cover letter to [resumes@theatreaspen.org](mailto:resumes@theatreaspen.org) with the subject line "Box Office and FOH Assistant."

Theatre Aspen is an equal opportunity employer and understands that the work to create equitable theatre on and offstage is never done and we pledge to continually pursue equity, diversity, inclusion, and accessibility in our hiring, casting, education, and performance practices.