



## **Cottage Theatre**

700 Village Drive Cottage Grove, OR 97424

541-942-8001

[www.cottagetheatre.org](http://www.cottagetheatre.org)

### **Job Opening:**

### **BOX OFFICE AND HOUSE MANAGER**

**Posted 1/25/18**

#### **General Statement of Duties:**

Responsible for all front-of-house operations during Cottage Theatre performances, with the goal of providing friendly, efficient service for theatre patrons. Working as part of a team, handle all Box Office functions, supervise volunteer ushers, handle any patron seating issues, manage concession sales, and maintain a clean, comfortable environment for patrons and volunteers.

#### **Specific Responsibilities:**

Train & supervise volunteer ushers.

Prepare & set up beverages and food for intermission concessions sales.

Manage all ticket sales prior to each performance, utilizing online ticketing program.

Manage intermission concessions sales with support of volunteer ushers.

Clean & maintain kitchen and lobby.

Resolve any patron issues that may arise during show.

#### **Hours of Work:**

This is a part-time, evening and weekend position. Dates of work coincide with Cottage Theatre's performance schedule: Thursday, Friday, Saturday evenings, and Sunday afternoons, every other month, with 80 performances per year. This is a shared position, and will involve working approximately 25-40 performances annually. Each shift will range from 1.5 to approximately 4 hours.

#### **Key Qualifications:**

Love of theatre!

Retail, cashiering, or banking experience a plus

Outstanding customer service ethic & communication skills

Strong computer skills (training on our ticketing system will be provided)

Ability to track multiple details accurately in a fast-paced environment

**Rate of Pay:** Hourly wage will start at \$10.75 per hour.

#### **To apply:**

Send letter of interest and resume to Susan Goes, Executive Director, via email to [info@cottagetheatre.org](mailto:info@cottagetheatre.org) or by mail to 700 Village Drive, Cottage Grove, OR 97424. **Application deadline February 9, 2018.**