



## **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 7/31/19**

#### **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 concessions sales.

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

Answer & return phone calls.

Manage intermission concessions sales with support of volunteer ushers.

Clean & maintain kitchen, lobby, and bathrooms.

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 about 80 performances per year. This is a shared position, and will involve working approximately 25-40 performances yearly. Each shift will range from 1.5 to approximately 4 hours.

#### **Key Qualifications:**

Love of theatre!

Outstanding customer service ethic & communication skills (both in person and over phone)

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

Excellent computer skills and accuracy; ability to quickly learn our Salesforce-based ticketing system

Retail, cashiering, or banking experience a plus

**Rate of Pay:** Hourly wage will start at \$11.25 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 August 16, 2019.**