



## JOB ANNOUNCEMENT

Posted 5/17/2023

### **Position available: Performance Box Office Staff** Part-time evening/weekend job sharing position, hourly

#### **About Cottage Theatre**

Cottage Theatre (CT) is a community performing arts theatre in Cottage Grove, Oregon. Our mission is "engaging and enriching our community through the magic of live theatre." Now in our 41st year, CT has grown tremendously since our humble beginnings in 1982, under a parachute on the lawn of Cottage Grove's Village Green. After operating out of a small storefront for many years, our current facility was built in 1998. A Rehearsal Hall was added in 2006. In 2022, our facility was completely remodeled, transforming all public-facing spaces of the theatre and adding 50 more seats. CT is now one of the preeminent theatre spaces in Lane County and our organization plans to continue to grow in the years to come.

CT produces plays and musicals year-round, typically presenting 80 performances annually. A volunteer-centered organization, we operate with a small paid staff and rely on volunteers to accomplish our ambitious productions. We also offer children's theatre programs and partner with the local high school to produce an annual Rhythm & Blues Revue. A member of the American Association of Community Theatre (AACT), CT is one of six theatres in the nation selected to produce a world premiere in the AACT 2024 NewPlayFest.

#### **About this position:**

Performance Box Office Staff are 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, this position handles all Box Office functions, supervises volunteer ushers, resolves any patron seating issues, manages concession sales, and maintains a clean, comfortable environment for patrons.

#### **Specific Responsibilities:**

- Train & supervise volunteer ushers.
- Prepare & set up beverages and food for concessions sales.
- Manage all ticket sales and Will Call pick-up 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 and Working Conditions:**

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.

**Hourly rate:**

Starts at \$15.00 per hour

**Skills and Qualifications:**

- Passion for Cottage Theatre's mission and core values
- Personable and flexible, with outstanding customer service skills for patrons and volunteers
- 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

**How to apply:**

Please submit resume AND brief cover letter explaining your interest in this position to [susan@cottagetheatre.org](mailto:susan@cottagetheatre.org). **Incomplete applications will not be considered.** This position is open until filled. Please note: a background check will be required prior to employment.