

WESTPORT COUNTRY PLAYHOUSE

BOX OFFICE ASSOCIATE

Status: Part-time, hourly

Compensation: \$15 per hour

THE POSITION

The Playhouse seeks a part-time Box Office Associate. The Associate will assist with the day-to-day functions of our Box Office including answering phones, selling subscriptions and tickets to Playhouse events through our ticketing software. The Associate will assist with ticket and promotional mailings, and other duties as assigned.

A commitment to the Playhouse's high expectations for knowledgeable, respectful, and conscientious customer service is a must. The Associate must be able to listen, follow Playhouse policies and guidelines, and work as part of the Marketing team. The Patron Services Associate will report to the Patron Services Supervisor and Patron Services Manager.

KNOWLEDGE, SKILLS, AND ABILITIES

- Experience in customer service
- Self-motivated
- Positive attitude, strong work ethic and a sense of humor
- Commitment to equity, diversity, and inclusion
- Excellent collaborative, verbal, and written communication skills
- Knowledge of Microsoft Word and Excel a plus
- Ability to work nights and weekends
- Experience with Tessitura ticketing system a plus

SPECIAL COVID FACTORS

- All Westport Country Playhouse employees are required to be fully vaccinated against COVID-19 as defined by the Centers for Disease Control and Prevention (CDC).

ABOUT WESTPORT COUNTRY PLAYHOUSE

The Westport Country Playhouse acknowledges the indigenous peoples and nations of the Paugussett that stewarded the land and waterways of Westport, Connecticut

The Playhouse is a non-profit organization that produces theater from playwrights, actors, directors, and designers of all backgrounds, while entertaining audiences and exploring human and societal issues along the way.

We have begun the process of creating an antiracist environment with our staff, artists, community leaders, and board members. We are having ongoing discussions around equity, diversity, and inclusion (EDI) as well as relevant training in antiracist practice, bystander intervention, and social justice. Playhouse staff must be committed to building an antiracist culture.

YOU SHOULD APPLY

The Playhouse is committed to creating a diverse and inclusive environment and is proud to be an equal opportunity employer. Applicants from populations underrepresented in the theater field are strongly encouraged to apply. All qualified applications will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, familial status, sexual orientation, national origin, ability, age, or veteran status.

A relocation stipend may be available, to be discussed upon job offer.

For more information about the Playhouse and other job opportunities, visit westportplayhouse.org.

HOW TO APPLY

- Send cover letter and resume to resume@westportplayhouse.org with subject line:
Box Office Associate
- Or mail to:
Box Office Associate Search
Westport Country Playhouse
25 Powers Court
Westport, CT 06880
- No phone calls or drop-in visits, please.