



Box Office Agent

Reports to: Director of Strategic Marketing and Data Analysis

Category: Part Time

Availability: Candidate must be able to work Thursday, Friday and Saturday evenings and Sunday days. There is some flexibility in scheduling.

This position may be a good fit for a college student or for someone who is looking to compliment a 9-5 Monday-Friday job.

Starting pay is \$10 per hour.

Theatre Three's ticketing software is Theatre Manager. Paid training will be made available.

Responsibilities:

- Ensure accuracy of all ticket orders from sale to distribution.
- Exhibit exceptional phone, computer, organizational, and multi-tasking skills. The main priority of the Box Office Agent is to provide a high and professional standard of customer care that reflects positively upon Theatre Three. This is especially important as they are the first point of contact for the public and must act as a reception for visitors to the building.
- Provide exceptional patron service.
- Execute daily opening & closing procedures.
- Develop extensive knowledge of programming events.
- Assist in compiling reports.
- Ensure accuracy of website information related to programming and online ticket purchase information.
- Balance the till and accurately count daily sales receipts and complete end of shift accounting forms.
- Enforce any venue policies and procedures.
- Attend Box Office staff meetings as scheduled.
- Other duties as assigned.

Interested candidates should email a cover letter and resume to Kat Edwards, Director of Strategic Marketing and Data Analysis, at kat.edwards@theatre3dallas.com