



Box Office Agent

Category: Part-Time

Availability: Candidate must be available to work Thursday, Friday, and Saturday evenings and Sunday-days with additional dates possible as needed. There is some flexibility in scheduling. This position may be a good fit for someone who is looking to compliment other employment or active schedules.

Starting pay: \$12 per hour.

Responsibilities include:

- Ensure accuracy of all ticket orders from sale to distribution.
- Exhibit exceptional phone, computer, organizational, and multi-tasking skills.
- Provide exceptional patron services.
- Execute daily opening & closing procedures.
- Develop extensive knowledge of all programming events.
- Assist in compiling reports.
- Assist and provide service for the concessions and bar during productions.
- 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.
- Assist with the maintenance and cleanliness of the patron facing areas, as needed (lobby, restrooms, etc.)
- Other duties as assigned.

**TABC Certification is a plus, but not required at this time.

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

The main priority of the Box Office Agent is to provide a high, 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.

Interested candidates should email a cover letter and resume to James Chandler, Box Office and Customer Services Manager, at james.chandler@theatre3dallas.com