



Box Office Agent

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 \$12 per hour.

Theatre Three's ticketing software is On the Stages. 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.
- 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.

Interested candidates should email a cover letter and resume to James Chandler, Customer Services Manager, at james.chandler@t3dallas.org