

Part-time Box Office Associate – A.D. Players

Company Mission: To produce compelling theatre, from a Christian world-view, that engages a diverse audience.

Basic Job Description: A.D. Players, located in the Galleria-Uptown District of Houston, has an exciting opportunity for a candidate with strong sales and customer service experience. Reporting to the Box Office Manager, the part-time position will perform duties of a Box Office Associate. Candidates should be comfortable on the phone, dealing with online databases and transactions, learning ticketing sales programs as well as excellent customer service, great communication and organizational skills.

Responsibilities: The ideal candidate is a highly motivated team player, must be committed to maintaining a professional level of customer service at all times and must be detail-oriented, customer-focused and results-driven.

Duties will include but are not limited to:

- Provide Unsurpassed Customer Service to all patrons
- Greet, support, and serve current and potential patrons daily
- Sell and process ticket orders via telephone, internet and box office counter
- Assist with miscellaneous Box Office projects as directed
- Distribute literature to patrons and answer questions in response to inquiries about shows and events.
- Accurately & efficiently operate CRM style ticketing system
- Availability to work nights, holidays, & weekends to run box office will-call
- Additional duties as required

Qualifications:

Required:

- Motivated, proactive and self-directed
- Strong communication and interpersonal skills
- Computer proficiency (MS Word, Excel)

Preferred:

- Previous box office experience
- Knowledge of theater
- Experience with computer ticketing software

Salary: \$12 per hour. Maximum of 29 hours per week.