



Title: Box Office Coordinator
Job Status: Part-Time Employee
Manages: N/A

Reports To: Artistic & Creative Director
Date: November 2024 (starting Jan 2025)

Summary:

Box Office Coordinator is responsible for supporting show and event operations of The Acorn Center for the Performing Arts (ACPA). Serving as one of several box office/front of house staff, this position is primarily responsible for day of show support. The Box Office Coordinator reports to the Artistic & Creative Director.

Essential Show Day Functions and Responsibilities

The Box Office Coordinator will work on site the day of shows. Crossed trained as both Box Office or Front of House Staff.

- Box Office
 - Open theater
 - Show set up
 - Reserved seat management
 - Customer service in person and by phone
 - Execute ticket sales
- Front of House
 - Coordinate venue set up plans
 - Assist with event set up
 - Oversee event volunteers
 - Coordinate hospitality, tech and event needs
 - Close theater
- Additional responsibilities include:
 - Support Artist Hospitality and Housing needs as assigned by Senior Production Manager
 - Artist Liaison on-site when needed
 - Other duties as assigned

Skills, Knowledge and Abilities

- Excellent customer service skills and ability to develop relationships with patrons, volunteers, artists, Board members and colleagues
- Excellent communications skills, both written and verbal
- Positive attitude
- Organized with an attention to detail
- In depth working knowledge of Microsoft Word and Excel (or Google Docs and Sheets)
- Working knowledge of Google Suite
- Knowledge of ticketing systems a plus
- Theater Operations experience a plus

This position requires flexible hours including weekends and evenings.

The Acorn is an equal opportunity employer and does not discriminate on the basis of race, color, gender, religion, age, sexual orientation, national or ethnic origin, disability, marital status, veteran status or any other occupationally irrelevant criteria.

To apply, please send a resume to nikki@acornlive.org using the subject "YOUR NAME: Box Office Coordinator Application."