



Title: Box Office & Production Assistant  
Job Status: Part-Time Employee  
Manages: N/A

Reports To: Senior Production Manager  
Date: February 2026 (starting March 2026)

**Summary:**

Box Office & Production Assistant 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 & Production Assistant reports to the Senior Production Manager.

**Essential Show Day Functions and Responsibilities**

The Box Office & Production Assistant will work on site the day of shows. Crossed trained as both Box Office or Front of House Staff, as well as providing additional support to the Senior Production Manager.

- 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
- Production and additional responsibilities:
  - Support Artist Hospitality and Housing needs as assigned by Senior Production Manager
  - Artist Liaison on-site when needed
  - Other duties as assigned include but not limited to: assisting stage setup/strike, artist transportation, etc.

**Skills, Knowledge and Ability Requirements:**

- 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 Suite and/or Google Suite
- Ability to lift up to 75 pounds
- Ability to stand for long periods of time
- Valid Driver's License and reliable transportation
- Knowledge of ticketing systems a plus
- Experience in theater or technical operation a plus

**Important Information:**

This position requires flexible hours, mainly weekends and evening shifts. Weekly time commitment is expected to range between 15-20 hours, with more hours expected during summer seasons, depending on the show schedule.

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 [michael@acornlive.org](mailto:michael@acornlive.org) using the subject "YOUR NAME: Box Office & Production Assistant Resume."

**Our team will be reviewing applications through February and will be reaching out to schedule interviews in early to mid March.**