



To apply, please send a brief cover letter and resume to Abigail Dawkins, Box Office Manager, at [BoxOffice@TheatricalOutfit.org](mailto:BoxOffice@TheatricalOutfit.org). Phone calls will not be accepted.

**Position:** Box Office Assistant

**Reports to:** Box Office Manager

**Description:** A Box Office Assistant is responsible for the sales and distribution of tickets for all performances in the Balzer Theater at Herren's. Acts as the principal point of welcome with extensive knowledge on Theatrical Outfit's productions. Manages concessions, when not under COVID limitations.

**Compensation:** \$15.00 an hour

**Hours:** Approximately 12 hours per week during performances, including evenings and weekends. Shows run 4 to 6 weeks with a month in between. Additional hours available for rental events.

**Job Responsibilities:**

- Provide a welcoming and warm environment for patrons returning and new.
- Actively implement all COVID safety protocols, including, but not limited to, social distancing of seating inside the theater.
- Maintain Box Office when Manager is unavailable.

**Qualifications:**

- High school diploma required; Experience in theater/arts preferred.
- Exceptional customer service, communication, and the ability to work independently.
- Cash handling experience and ability to make change.
- Self-motivated individual with outstanding problem solving skills.
- A calm and efficient manner.
- Reliable transportation and punctuality.



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**Position:** Concessions Attendant

**Reports to:** Box Office Manager

**Description:** A Concessions Attendant is responsible for the sales and distribution of parking vouchers, beverages (alcoholic and nonalcoholic) and snacks for all performances in the Balzer Theater at Herren's. Primary duties include setting up and breaking down of the concessions cart, selling items pre-show and during intermission, handling cash, debit and credit cards, and completing post-show inventory reports.

**Compensation:** \$15.00 an hour + tips

**Hours:** Shifts are 3 hours per performance. Evenings and/or weekends 6 to 9 pm; Weekend matinees 1 to 4 pm. Show runs 5 weeks November 17- December 19. Additional hours available for future productions and/or rental events.

**Job Responsibilities:**

- Provide a welcoming and warm environment for patrons returning and new.
- Stock and assemble the concessions stand before patrons arrive, breakdown after intermission.
- Maintain an organized, clean concession area (stand and storage room).
- Sell and inform patrons of how to use the Parking Voucher.
- Navigate Square tablet for purchases in cash, debit, and credit.
- Complete inventory reports after each shift to give to the Box Office Manager.

**Qualifications:**

- Must be over 18 years of age to sell alcoholic beverages.
- Cashier/Customer Service experience preferred.
- SafeServ or alcohol license preferred.
- Exceptional customer service, communication, and the ability to work independently.
- Cash handling experience and ability to make change.
- Self-motivated individual with outstanding problem solving skills.
- A calm and efficient manner, especially in a fast paced environment.
- Reliable transportation and strive for punctuality.
- Must be able to lift up to 40 lbs.
- Must comply to COVID testing protocols per production.