



Mission of Spokane Children's Theatre:

Spokane Children's Theatre strives to fulfill its mission to provide enjoyable, educational, and affordable live theatrical entertainment for children, adults, and their families.

Background Information:

Spokane Children's Theatre is Spokane's oldest theatre organization. Launched in 1946 by The Junior League of Spokane, Spokane Children's Theatre or 'SCT' strives to fulfill its mission by producing multiple shows, camps, and classes a year.

Professional Opportunity: Box Office Manager/Office Assistant

Spokane Children's Theatre is hiring a part-time box office manager/office assistant. The job is approximately 20 hours a week. The candidate will work in conjunction with the Managing Director and the executive board.

Job Description

The ideal candidate will have a flexible schedule with strong computer skills who is a quick learner and can problem solve under pressure. They will need excellent communication skills and the ability to deal with the public and stakeholders in all types of situations. They will need to be physically able to handle the fast pace of a show day and represent the theatre professionally when working with our patrons, the production team, and cast/crew members. Some knowledge of the theater and its protocols is a plus but not required.

Responsibilities

This is a flexible position with a variety of roles and responsibilities. Duties may include but are not limited to:

1. Oversee ticket sales and refunds through our ticketing platform On the Stage.
2. Oversee season ticket sales, including our cookie raffle winners.
3. Answer phone calls and emails regarding shows, tickets, school day shows, etc.
4. Manage the box office during each show.
5. Manage show volunteers and concessions during each show.
6. Record and document monies taken in during shows for our bookkeeper.
7. Help maintain supplies for theatre (paper goods, cleaning supplies etc.).
8. Help clean/organize the theater and help prepare the space for our patrons.
9. Other duties to help the Executive Director run the theatre.

Qualifications:

High School Graduate or equivalent. Some college preferred.
Previous front of house experience preferred, but not necessary.
Experience with customer service.
Ability to work well with other employees and patrons.
Organized and self-motivated.

Salary/Benefits: \$15-20 an hour. Pay determined upon experience.

Timeline: Review of applicants will begin on November 4th, 2022.

Application Process: Applicants should submit the following:

- Cover letter
- Resume
- Spokane Children's Theatre Employment Application
- At least two letters of recommendation.
- Transcripts – required upon hiring

A completed application packet should be sent to elyse@spokanechildrenstheatre.org

Spokane Children's Theatre does not and shall not discriminate on the basis of race, color, religion (creed), gender, gender expression or identity, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, in any of its activities or operations. These activities and operations include, but are not limited to: hiring and separation of employment, selection of the Theatre's Board of Directors, actors, volunteers and any other provision of services. We are committed to providing an inclusive and welcoming environment for all members of our community.