



4351 Peninsula Players Road Fish Creek, Wisconsin 54212 www.PeninsulaPlayers.com

Assistant Box Office Manager

Peninsula Players Theatre seeks an Assistant Box Office Manager to assist in the day-to-day aspects of box office operations and ticket sales for its 88th season, May 15 through October 17, 2023. The five-show summer stock season requires the candidate to assist in the day-to-day aspects of Box Office operations and ticket sales. Previous Box Office and customer service experience are desirable, and priority will be given to candidates who can stay the entire season.

Duties include assisting in the printing, emailing or distributing any/all tickets, and overseeing the ongoing maintenance and management of guest accounts. Support and ensure that the Box Office at Peninsula Players Theatre is run in an efficient manner and that all walk-up, call-in, web and night-of-show ticket sales are handled in a professional manner that presents exceptional customer service. Evening hours are required.

Other duties include but are not limited to aiding patrons with daytime and evening ticket sales, supervising administrative interns and assisting in various office projects. The Assistant Box Office Manager works closely with the Managing Director, Business Manager, Box Office Manager, and Development Manager to ensure the Box Office is executed accurately and guest expectations are met.

Recommended/Preferred Skills

- Proficiency with data entry/keyboarding Microsoft Office Suite/Google Suite.
- Possess interpersonal and customer service skills to interact with donors, patrons, volunteers and fellow company members on a daily basis.
- Excellent verbal and writing skills.
- Basic knowledge in handling money, processing credit cards and the ability to balance a cash drawer.
- Ability to adapt to a fluid work environment and schedule; evenings and weekends are required.
- Valid driver's license a plus.
- Works well in a team environment

Compensation:

A weekly stipend of \$650, room and meals are available on the theatre's shorefront property. Transportation assistance is provided.

Visit <http://www.peninsulaplayers.com/about-us/employment/> for more information.

Cover/Application Letter, resume and three references ASAP/by March 1 to:

Audra Baakari Boyle, Business Manager, audra@peninsulaplayers.com