



4351 Peninsula Players Road Fish Creek, Wisconsin 54212 [www.PeninsulaPlayers.com](http://www.PeninsulaPlayers.com)

## Assistant Box Office Manager

Peninsula Players Theatre seeks an Assistant Box Office Manager (ABOM) to assist in the day-to-day aspects of box office operations and ticket sales for its 90th season, May 19 through October 21, 2025. Previous Box Office and customer service experience is desirable, and priority will be given to candidates who can stay the entire season. The ABOM's duties include assisting in ticket distribution and overseeing the ongoing maintenance and management of guest accounts six days a week. This position ensures the Box Office at Peninsula Players Theatre is run efficiently. All walk-up, call-in, web and night-of-show ticket sales must be handled professionally, presenting exceptional customer service. During performance season, evening hours are required.

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

### Recommended/Preferred Skills

- Proficiency with data entry/keyboarding , Microsoft Office/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 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 fluid team environment.

### Compensation:

A weekly stipend of \$675, free onsite housing. A meal plan is available on working days for \$85 a week. Travel stipend is provided.

**Be a part of Peninsula Players Theatre** — Join a historic and vibrant theatre community dedicated to providing outstanding artistic and cultural experiences in a stunning lakeside setting. If you are a motivated, customer-focused individual with a passion for the arts, we'd love to hear from you!

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](mailto:audra@peninsulaplayers.com)