



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 91st season, mid-May through October 20, 2026. 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 efficiently 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 Box Office Manager, Managing Director, Marketing Director/Company Manager, and Development Director to ensure the Box Office is executed accurately and patron 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.
- ❖ A valid driver's license is a plus.
- ❖ Works well in a team environment

Compensation:

A weekly stipend of \$650, onsite housing is provided at no cost, and a meal plan is available for \$95 a week on the Theatre's shorefront property. Transportation assistance is also provided.

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

Applications are accepted on a rolling basis until positions are filled. The application window will close February 23, 2026. To apply, please email a cover letter, resume, and 3 references to:

Katharine Baumann, Box Office Manager, at katharine@peninsulaplayers.com