

Patron Service Associate (Peoria)

Arizona Broadway Theatre, an award-winning dinner theatre in Greater Phoenix, has immediate openings for part-time Patron Service Associates. Qualified candidates should have experience working in customer service and sales. This position requires self-starters who are highly organized, personable and interested in advancing as part of an energetic and fast paced theatrical company.

Educational requirements: High School Diploma or equivalent

Skill set:

Sales experience needed

Excellent customer service background required

General computer skills (Microsoft Office/Outlook)

Social Networking savvy

The ability to up-sell

Problem solving

Be able to lift 25 lbs

Must have a friendly approach and work well with others

Responsibilities include, but are not limited to:

- Processing ticket sales for all ABT events via walk-ups, phone sales, mail orders as well as outside sales opportunities
- Making cold calls; phone and in-person sales
- A working knowledge of the ABT ticketing systems, including: account maintenance, seating and ticketing, and the creation of reports
- Stepping in as night supervisor during ABT events. Duties include, but are not limited to: preparing the ABT lobby and restrooms, managing volunteers and greeting & seating patrons
- Managing patron comments in a manner consistent with ABT's Standards of Service
- Attending outside sales opportunities where ABT information is presented and marketed to specific groups (Trade Shows/Art Fairs/Luncheons and Vendor Events)
- Other duties as assigned

Hours-Weekdays, evenings and weekend shifts.

Applicants should send a letter of interest, resume and 1 professional reference to: Tracy Williams, Director of Patron Services, Arizona Broadway Theatre, 7701 W Paradise Lane, Peoria, AZ 85382 or tracy@azbroadwaytheatre.com. No Phone Calls Please!