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## **Job description**

### **BOX OFFICE/PATRON SERVICES ASSOCIATE**

Arizona Broadway Theatre, an award-winning dinner theatre in Greater Phoenix, has immediate openings for part-time Patron Service Associates to staff our Box Office. 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.

Education requirements: High School Diploma or equivalent

Required Skills:

- Excellent customer service background
- General computer skills (Microsoft Office/Outlook)
- Ability to up-sell
- Problem solving
- Must have a friendly approach and work well with others

Responsibilities include, but are not limited to:

- Processing ticket sales for all theatre events via walk-ups, phone sales, mail orders as well as outside sales opportunities
- A working knowledge of the ticketing systems, including account maintenance, seating and ticketing, and the creation of reports
- Stepping in as night supervisor during theatre events where duties may include preparing the 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)

Hours include weekday, evening and weekend shifts.

Applicants should send a letter of interest, resume and 1 professional reference in reply to this advertisement.

**Future employees must provide proof of a COVID-19 Vaccination at time of hire.**

No Phone Calls Please!

Job Type: Part-time

Pay: From \$13.00 per hour