

ORGANIZATION	Artistry
POSITION TITLE	Box Office and Server Associate
SALARY	\$12.00/hour
HOURS	10 to 20 hrs/wk
TYPE	Part-time, non-exempt
DEADLINE	September 14, 2018

Organization Summary

Artistry is a 501(c)(3) nonprofit theater and visual arts organization committed to engaging our region's most talented artists in work that welcomes and develops audiences and opens hearts and minds. We produce regionally recognized theater and exhibitions, offer arts education for all ages, and consult with the City of Bloomington and other partners on creative placemaking. Artistry is based at the Bloomington Center for the Arts, a multidisciplinary complex owned and operated by the City of Bloomington and programmed by Artistry and six other independent arts organizations.

Primary Duties and Responsibilities

The Box Office and Server Associate (BOSA) works at our audience services desk, at will call for performances, and serving beverage concessions (including beer and wine) as needed. Hours include day and evening shifts and can vary from week to week. The BOSA provides a warm welcome to theater patrons, students, and other customers; fosters a culture of gracious hospitality; actively promotes Artistry programming; and offers a consistently high level of service in processing ticket sales and exchanges, class registrations, art and gifts shop sales, beverage sales and other retail transactions. Tasks include, but are not limited to:

- Greeting and assisting theater patrons, students, and others who enter the arts offices suite for meetings or to purchase tickets, register for classes, or shop in the gift shop.
- Processing telephone and online ticket sales and class registrations.
- Staffing the will call desk at performances.
- Communicating with current and prospective students about class schedules, supply lists, tuition payments, etc.
- Accurately balancing and recording deposit of daily sales.
- Beverage sales: taking payments both cash and credit card, counting and handling all cash, documenting all totals and delivering cash to Artistry's lock box.
- While working a shift at the bar, treating all patrons with courtesy, friendliness, and professionalism.

Qualifications

Education and Experience: Bachelor's degree or equivalent experience required. Theater/performing arts major or equivalent theater experience preferred.

Skills/Abilities: Excellent oral and written communication skills; excellent customer service skills; math and computer proficiency and familiarity with the Microsoft Office suite (especially Word and Excel). If hired, would need to complete an on-line course for serving beverages and handling tips. Able to operate a cash register and process basic cash transactions quickly. Able to stand for 3 to 4 hours at a time. Able to lift and carry 30 pounds or more.

Attributes: Energy, enthusiasm and a can-do attitude; resourcefulness; patience, flexibility, adaptability, and a collaborative nature; good sense of humor; thrives in a fast-paced environment; prefers too much to do over too little.

Application Process

Please submit a résumé and cover letter by Noon on Friday, September 14. Materials must be submitted electronically to info@artistrymn.org.

Artistry is an Equal Opportunity Employer.