



Since 2000 The Center for the Arts - a 501(c)(3) nonprofit arts organization - has grown into a leading presenter of music, dance, theater, comedy, literary and visual art, and family programming, offering more than 150 events per year from its location in downtown Grass Valley. The Center recently completed a major renovation of its multi-use facility in downtown Grass Valley in 2020, making it a premier performing arts destination. The venue includes the Main Stage, which accommodates up to 492 guests in configurable theater seats and up to 700 patrons for dance shows, and a 90-seat black box theater.

**TITLE:** Box Office Attendant

**REPORTS TO:** Box Office Manager

### **JOB PURPOSE**

This position engages with all of The Center's patrons including the public, members, and other donors. Box office attendants are responsible for answering questions about events, memberships, and programs as well as selling tickets and memberships.

### **DUTIES and RESPONSIBILITIES:**

- Operate the box office
  - Answer phones and emails in a professional manner
  - Sell tickets, memberships and artwork (when appropriate)
  - Ensure proper record keeping of all transactions
  - Other office duties as assigned
- Close box office
  - Prepare daily box office reports and reconciliation forms, deposit slips and deposits
  - Maintain and update the outgoing voicemail message as required
- Center *Offsite* Events
  - Relocate and operate the box office and will call
  - Train and oversee box office volunteers (ticket takers, scanners, will call, etc.)
  - Break down and return the box office and equipment to The Center

### **QUALIFICATIONS:**

- Outstanding customer service skills.
- Outstanding written and verbal communication skills required
- Ability to multitask
- Full comprehension and use of Google Drive, Microsoft Office, and basic computer use
- Practical problem solving
- Basic math skills required
- Ability to train and work with volunteers
- Ability to use various ticketing programs including PatronManager or Salesforce is a plus

### **HOURS**

Part Time: 15 - 20 hours per week

Time varies based on event needs. Some evening and weekend hours will be required.

This a hands on, non-exempt position that requires interaction with the public.



THE CENTER  
FOR THE ARTS

**TO APPLY**

Email cover letter and resume to [hr@thecenterforthearts.org](mailto:hr@thecenterforthearts.org).