



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: Gallery Attendant

REPORTS TO: Membership & Box Office Associate Manager

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

DUTIES and RESPONSIBILITIES:

- Patron Services
 - Engage with walk in patrons, welcoming them in and providing gallery information details
 - Provide facility tours when needed
 - 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 Gallery
 - Provide sales info for daily box office reports and reconciliation forms.
 - Maintain and update the outgoing voicemail message as required

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
- Arts education or experience working in the arts is a plus

HOURS

Part Time: 15 - 20 hours per week

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

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

TO APPLY: Email cover letter and resume to hr@thecenterforthearts.org.