



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.

**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. This is a hands-on position that requires interaction with the public both face-to-face and over the phone.

### **DUTIES and RESPONSIBILITIES:**

- Operate the box office
  - Answer phones and emails in a professional manner
  - Sell tickets, memberships and artwork from gallery
  - 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
- Occasional 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
- Basic math skills
- Practical problem solving skills
- Ability to multitask
- Full comprehension and use of Google Drive, Google Sheets, Google Docs, and Gmail
- Ability to train and work with volunteers
- Experience with ticketing platforms or Salesforce is a plus

**HOURS**

Part Time: 10-15 hours per week.

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

This is a non-exempt position: Overtime is rare but will be paid in accordance with state law when required.

**COMPENSATION**

\$16/hour

**BENEFITS**

- Show tickets
- Flexible hours
- Discounts on classes and workshops
- 20% discount on Center Merchandise and drinks at the Center Bar.
- 40% discount on WorldFest Merchandise
- Sick and Vacation time
- CalSavers Roth IRA

**TO APPLY**

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