



F.M. KIRBY CENTER FOR THE PERFORMING ARTS
Box Office Sales Representative
Job Description

PRINCIPAL PURPOSE OF THIS POSITION

To provide Box Office support, having a vast knowledge of all aspects of the Box Office.

PRIMARY RESPONSIBILITIES:

- Assist the Box Office Director and staff in the day-to-day responsibilities.
- Ticket Sales: Promptly answering phone sales and attending to window sales, process orders and build accounts.
- Run daily reports.
- Morning duties such as faxes and the mail.
- Appropriate filing process (filing orders, reports, etc.)
- Organization such as comp and trade tickets.
- Build accounts for existing members, following protocol set for entering information.
- Maintain membership responsibilities with respect to Box Office.
- Other duties as assigned.

QUALIFICATIONS:

Computer and customer service experience are required.

Excellent communication skills. Must be able to converse with the public in person and on the telephone.

Must be available to work various hours including nights, weekends, and holidays.

This is a full-time position.

Equal opportunity employer.

Interested candidates are invited to submit their cover letter and resume to careers@kirbycenter.org