

Box Office Associate

- Dates: Fri May 22- Sun Aug 23
- Pay: \$16.00 an hour, non-exempt hourly position
- Location: Brunswick, ME

Primary Responsibilities

Essential functions include (but are not limited to):

- Direct Supervisor: Box Office Manager
- Perform all customer service-related duties for the Box Office
- Assist theatre guests with single tickets, subscriptions, renewals, exchanges, seating etc. on the phone and/or in person
- Assist with restricting access to the box office by unauthorized personnel
- Treat all staff and patrons in a calm, courteous and professional manner
- Work schedules are determined by the Box Office Manager
- Work nights and weekends as scheduled
- Participate in MSMT events as needed and/or required
- Adhere to the MSMT Safety protocols and all other applicable MSMT policies & procedures
- Promote a collaborative, positive, inclusive, and a respectful working environment

Assistant Concessions Manager

- Dates: Fri May 22- onboarding
P/T Mon June 1 – Sun Aug 23
- Pay: \$16.00 an hour
- Location: Brunswick, ME

Primary Responsibilities

Essential functions include (but are not limited to):

- Direct Supervisor: Box Office Manager
- Assist in the daily operations of the concession stand at scheduled performances
- Assist with ordering supplies, food, drink, and keeping the concession stand stocked appropriately
- Making coffee daily
- Daily inventory of supplies
- Cashing out nightly
- Keep the Concession stand, and all items, coffee makers etc. clean and neat
- Work schedules are determined by the Box Office Manager
- Work nights and weekends as scheduled
- Participate in MSMT events as needed and/or required
- Adhere to the MSMT Safety protocols and all other applicable MSMT policies & procedures
- Promote a collaborative, positive, inclusive, and a respectful working environment

Qualifications All Positions

- Customer service skills
- A proactive and positive attitude
- Proficient computer/technology skills, Microsoft Word and Excel
- Knowledge of Patron Manager or other ticketing software a plus
- Excellent organizational, interpersonal, time management, multi-tasking, problem solving, and communication skills
- Experience working in a fast-paced, energized, and quickly changing environment
- Able to work independently and as a team player
- Must be available to work nights and weekends

Physical Requirements

- Prolonged periods of sitting, standing, bending, kneeling, and climbing
- Prolonged periods of working in dark, quiet, or enclosed spaces at the theatre
- Ability to regularly move and lift 30-50 lbs. All positions involve lifting and moving cumbersome boxes, packages, equipment, etc.

Work Week and Hours

- MSMT's work week is Monday through Sunday
- The work week for salaried employees will be between 40 to 60 hours depending on position
- The work week for part-time employees will be between 4-35 hours
- Work hours follow rehearsal and performance schedules. All positions will work weekends and/or evenings as scheduled
- Salaried employees shall receive a day off every week. The Box Office Manager will set the schedule

Exempt and Hourly Positions

- Hourly positions are non-exempt and are eligible for overtime
- Salaried positions are exempt and will not receive overtime

All persons are encouraged to apply.

MSMT is Proud to be an Equal Opportunity Employer

TO APPLY: Please submit to [Emily Wright](mailto:Emily.Wright@msmt.org), Box Office Manager, at Emily@msmt.org, your cover letter, employment resume, 3 contact references which should include the person's Name, position, company they work for, phone and email address. Post **LAST NAME** and **JOB POSITION** in the subject line please.

**** No Phone Call Please ****