

Tuesday, July 9, 2013

## Dance New Amsterdam Seeking Box Office Assistant

Kirsten Schnittker, Front of House Manager

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This application process is now closed. Thank you!

Dance New Amsterdam is seeking a Box Office Assistant for the upcoming DNAPRESENTS2013-2014 Season. This is a part-time, paid position that will start in mid- September 2013. The Box Office Assistant reports directly to the Front of House Manager. The ideal candidate is detail-oriented; has a high level of proficiency with Microsoft Office applications; is willing to learn or has experience with Patron Manager software; is capable of maintaining pleasant customer service relationships and is comfortable managing cash and credit card transactions. Schedule:

The ideal applicant is available at least 10 hours per week, primarily Thursday through Saturday evenings and Saturday matinees. This position will share shifts with another Box Office Assistant.

### Primary Responsibilities:

- Overseeing the Box Office and other Front of House Staff (House Manager, Reception Manager and Ushers) during performances.
- Fulfill phone and walk-up ticket sales, as well as will call tickets.
- Provide relevant information about current and upcoming DNA shows & events to patrons.
- Prepare and track comp tickets, as well as coordinating with DNA's publicist about expected Press and Press Packets.
- Reconcile and report on show sales and attendance.
- Maintain a clean and organized office and lobby environment.
- Keep detailed show reports in Google docs during the run of a show.
- Provide administrative support to the Front of House Manager, as needed.
- Periodic attendance at Production Meetings and Staff Meetings.

### Compensation:

\$10/hour

Access to free class at DNA and complimentary tickets to performances.

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