Eventide Theatre Company is looking
for a Box Office Manager!

The Box Office Manager role is responsible for the coordination and supervision of all ticketing functions for Eventide Theatre Company.

Eventide Theatre Company is a nonprofit theatre in Dennis MA under 501c3 status and reports to the board of directors. It is a volunteer position (with a stipend during show time) that requires 5 hours a week with evenings and weekends closer to show times. It is a position active from September through June. Typically we produce 4 shows per season and the box office manager is supported by a volunteer team of 3-4 well-trained associates.

Some additional details include:
- scheduling volunteers to run the box office
- answering the phone line and a few emails
- learning ticket Ovation ticketing system
- supporting the executive board with questions or reports from Ovation.
- over time, it may include meeting once a month with the board
- she/he should be computer literate and have some comfort with general internet and Google shared files.
- good customer service skills will be essential since the role will be dealing with our patrons, subscribers, volunteers, and staff.
- the role is volunteer and perfect for someone interested in pursuing an opportunity to work with a fun, passionate, highly creative team with great community spirit and who enjoys theatre of all kinds.

This is a nonprofit organization that has recently celebrated over 25 years of providing high-quality theatre to the Cape Cod area.

Please submit a brief cover letter and resume to president@eventidearts.org. We will be in contact with candidates to schedule screenings based on experience and interest.

Visit ETC at www.EventideArts.org