

**EDMONDS CENTER FOR THE ARTS**  
**Announces the following**  
**EMPLOYMENT OPPORTUNITY:**



**POSITION:** BOX OFFICE ASSOCIATE  
**CLOSES:** Friday February 12, 2010  
**EMPLOYMENT STATUS:** Part-Time, (12-15 hrs/wk)  
**COMPENSATION:** Hourly Rate: \$9.00-\$11.00, DOE  
**REPORTS TO:** Marketing Manager

**JOB SUMMARY:**

ECA's Box Office Associate will be responsible for providing our patrons with superior customer service through timely and complete information about ECA's facility and events, and prompt response to ticket sales inquiries, as well as the ability to effectively market ECA as an attractive entertainment option and encourage additional sales.

**ESSENTIAL JOB FUNCTIONS:**

**Box Office**

- Process ticket orders over the phone, at the window, and by mail using in-house computerized ticketing system.
- Provide information on current and upcoming events over the phone and in person.
- Assist customers with all questions, problems, and concerns.
- Sell tickets at the theater on the nights of performance.
- Prepare daily reports and balance credit cards, cash, checks and tickets
- Perform general office duties as required.

**KNOWLEDGE, SKILLS AND ABILITIES:**

- Excellent communication and customer service skills
- Excellent interpersonal skills, friendly demeanor
- Ability to work well under pressure
- Attention to detail
- Excellent computer skills, particularly in ticketing software and MS Office products
- Flexible schedule and reliable transportation (evening and weekend hours frequently required)
- Ability to work independently as well as in a collaborative environment

**EDUCATION AND EXPERIENCE:**

- Minimum one year retail or box office experience
- Knowledge of and interest in the performing arts is a plus

**WORKING CONDITIONS:**

Position will require evening and weekend hours. Hours will vary each week dependent upon theater event schedule.

**NOTE:** Pursuant to the Immigration Reform and Control Act, all new employees must present acceptable documents verifying identity and authorization to be employed in the United States. Additionally, all applicants must possess a valid Driver's License. Edmonds Center for the Arts is an Equal Opportunity Employer.

**APPLICATION REQUIREMENTS:**

Please send **cover letter** describing qualifications, **resume**, three **references** and a **completed ECA Application Form** (available for download at [www.ec4arts.org](http://www.ec4arts.org)) to *Box Office Associate Search, Edmonds Center for the Arts, 410 4<sup>th</sup> Avenue N, Edmonds, WA 98020*. E-mail: [beth@ec4arts.org](mailto:beth@ec4arts.org). Fax: 425-275-4487. NO PHONE CALLS PLEASE.

**Please note:** An ECA Application Form is required for all ECA job openings. It is important that you review the application carefully. An incomplete application form may disqualify you. Any individual requiring ADA accommodation during any part of the selection process should advise Edmonds Center for the Arts of the need.