



## **Position Available- Box Office Associates (Part Time)**

### **WE'RE HIRING!**

Do you have great customer service skills? Enjoy theatre & music? Then you might be the right person to join the Broadway Theatre Center (BTC) Box Office team!

The Box Office is the first point of contact most patrons have with the Broadway Theatre Center, and employees must provide the highest quality of customer service to both patrons and all theatre companies in the building. We provide ticketing and basic customer service for Skylight Music Theatre, Milwaukee Chamber Theatre and theatre rentals.

### **POSITION DESCRIPTION:**

We are looking for part-time associates who are detail-oriented, good at multi-tasking, and have a positive attitude and excellent customer service skills. This is a great opportunity for students, artists, retirees and those who enjoy being around the arts.

### **HOURS:**

This is a part-time position. Hours can range from 15 – 25 hours a week. Day, evening and weekend shifts available.

The box office is open Monday through Saturday, Noon – 6 p.m. and two hours before every performance, which includes Sundays and evenings.

To apply, please send a cover letter and resume to Kelley Arlt, Box Office Manager at [kelleya@skylightmusictheatre.org](mailto:kelleya@skylightmusictheatre.org), OR visit the Box Office lobby window during normal business hours at 158 N. Broadway for an application.

Please put "Box Office Associate" in the subject line of your email.