



## **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!

Located in the Historic Third Ward, the BTC Box Office provides ticketing and customer service for three theatre companies; Skylight Music Theatre, Milwaukee Chamber Theatre and Renaissance Theaterworks.

### **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. Employees receive two complimentary tickets to every performance at the BTC.

The box office is the first point of contact with the Broadway Theatre Center and associates must provide the highest quality of customer service to patrons and the theatre companies.

### **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 pm. and two hours before every performance, which includes Sundays and evenings. Summer hours are Monday through Saturday, noon -5pm, closed on Sundays. Summer hours are in effect June 11 through August 6, 2018.

To apply, download [application here](#) and email to [info@skylightmusictheatre.org](mailto:info@skylightmusictheatre.org) or visit us at 158 N. Broadway between noon and 6 p.m. Monday through Friday to fill out an application.