



Position Title: **MULTIPLE PART-TIME ROLES**
Department: Box Office & Front of House
Reports To: Box Office & Front of House Manager

Multiple part-time roles are required to keep the Frauenthal Center running smoothly. These positions vary in many ways, but they are all essential to providing our patrons and clients with excellent service and positive experiences. Candidates must be skilled team players and excellent customer service professionals.

In total, the Frauenthal Center is looking to hire 8-10 individuals divided between three specific roles. All positions listed below require handling of cash and adherence to all cash management policies and procedures. These are part-time hourly positions. Varied hours; days, nights, and weekends.

Diversity and inclusion are important values of the Frauenthal Center, and we are committed to striving for a diverse workforce made up of staff that represents the community we serve.

AVAILABLE POSITIONS:

1. Box Office Attendant

The primary responsibility of this position is to provide guests with a positive initial experience at the Frauenthal Box Office. This includes providing accurate information about the Frauenthal Center and assistance with purchasing/picking up tickets for Frauenthal events. The Box Office Attendant is expected to work cohesively with all employees and maintain an exceptional level of customer service.

2. Popcorn Attendant/Concessionaire/Bartender

The Frauenthal Center is seeking a popcorn attendant, concessionaire, and bartender to work theater shows and private events. The candidate is responsible for positive guest interactions while accurately serving food and beverages to guests and clients in a friendly and efficient manner. The job requires some heavy lifting (up to 50 pounds). Setting up and tearing down the concession stand, as well as portable bars, is also required. Attention to detail, excellent communication skills, and the ability to work both independently and in a team-based environment is a must.

3. House Manager/Event Supervisor

The Frauenthal Center is seeking a take-charge professional to oversee private and public events in a fast-paced environment. Candidate must be able to anticipate client needs and provide outstanding customer service. As a House Manager/Event Supervisor, attention to detail and the ability to build positive relationships with guests and clients is a must. The job requires excellent interpersonal skills and high expectations for quality.

To apply, send cover letter and resume to Christine Dolislager, christine@frauenthal.org by 5p.m. on Thursday, August 26, 2021.