

BOX OFFICE ASSISTANT

About Dorset Theatre Festival:

Dorset Theatre Festival, an acclaimed AEA summer company in Vermont, offers opportunities for in-depth professional experience through entry-level assistant positions. Assistants are crucial parts of each department, learning from and working with professional theatre staff and renowned actors, directors, playwrights, and designers, many with Broadway credits, in our charming, well-equipped theatre in a quintessential rural Vermont setting.

Additionally, the Festival fosters a collaborative environment and provides holistic learning opportunities by requiring all assistants to participate in changeovers between productions.

About the Position:

Dorset Theatre Festival seeks a Box Office Assistant for their 2024 summer season. Employment dates run May 28th through about September 12th.

The candidate for this position will report directly to the Box Office Manager and will assist in selling subscriptions and tickets to all Festival events by phone and at the Box Office window. The Box Office Assistant will provide patrons, donors, sponsors, and local press with excellent customer service and information about the Festival.

Two years of college (or relevant work experience) required. Candidates for this position should have a pleasant and professional demeanor, strong phone and writing skills, show close attention to detail, exhibit grace under pressure, and be an unshakeable problem solver.

Computer fluency required. Box office, customer service, or retail sales experience preferred. Experience working with AudienceView/OvationTix CRM software and Mailchimp desirable.

Compensation and Perks:

\$400 per week; shared-occupancy rooming provided.

To Apply:

Email resume, cover letter, and professional references to jobs@dorsetheatrefestival.org with your name and position in the subject line.

Dorset Theatre Festival is proud to be an Equal Opportunity Employer. Candidates from historically marginalized communities are encouraged to submit. We are committed to the ongoing work and practice of making our theatre a place that celebrates differences in our community, including race, age, background, class, gender, nationality, disability, and sexual orientation. We strive to continue finding ways of uplifting the voices of all, both in work that we produce on our stage, as well as within the structures and systems we design as we work to become a more diverse, anti-racist, and inclusive organization.