

HORIZON THEATRE
FRONT OF HOUSE – Part Time Positions

Horizon Theatre Company is hiring part-time Front of House (FOH) Staff – seeking outgoing, detail-oriented people with daytime and evening availability to serve as box office/office assistants and house managers for performances. FOH staff may expect to work 1 to 4 shifts per week during our regular season and double the shifts during our holiday season. Please note: there are performances on Thanksgiving Eve, Christmas Eve, New Year’s Eve and New Year’s Day. All Horizon Staff is expected to work two of these performances. Pay is \$10 per hour. Positions are available immediately with training.

Primary Responsibilities:

- Provide great customer service while ensuring an enjoyable patron experience
- Sell tickets using Tessitura
- Supervise assistant house managers, apprentices, and ushers
- Maintain all patron areas of the facility
- Oversee concession sales and stocking
- Complete show reports
- Attend mandatory staff meetings

Qualifications:

- Demonstrated abilities in customer service, hospitality and problem solving
- Ability to communicate in a courteous and welcoming manner
- Ability to work effectively under pressure and maintain a high level of customer service
- Ability to follow oral and written instructions without supervision
- Experience with Tessitura (CRM) strongly desired, but not required
- Experience with Microsoft Suite
- Ability to lift a minimum of 30 lbs
- Background in Theatre required

Please email a cover letter, resume, and 3 references to LaWanda Green, Operations Manager at boxoffice@horizontheatre.com.