

**CAPE MAY STAGE
BOX OFFICE MANAGER
JOB DESCRIPTION**

Box Office Manager

Status: Seasonal, Part-Time, May through December

Reports to: Administrative Coordinator and Executive Director

Salary: \$35 per Night

Specific Responsibilities Include:

- Manage box office sales via nightly attendance
- Complete daily attendance and receipt reports and cash deposits
- Train and supervise lobby volunteers (“buddies”)
- Manage and supervise theatre retail operations:
 - Sales
 - Sales reports
 - Inventory

Qualifications

- Current or former sales experience
- Excellent interpersonal skills and customer care focus
- Good with numbers and comfortable with handling cash and credit card transactions
- PC competencies
- Available to be on site at the theater Tuesdays thru Sundays (July thru August) and Wednesday thru Sundays (May, June, September thru December) from approx. 7:00 p.m. to 10:00 p.m.