



New Stage Theatre is seeking a full-time **Box Office Manager** for **2024-2025** Season.

New Stage Theatre, a professional theatre in Jackson, Mississippi, is seeking a highly organized and motivated individual for the position of Box Office Manager. This position manages customer relationships, ensuring customer satisfaction, quick and personalized service while maximizing ticket sales and donated income. They will oversee the smooth and welcoming operation of all front of house services for New Stage, ensuring a safe, efficient, satisfying and memorable experience for all audiences as well as building a coherent and consistent audience experience.

The ideal candidate is hard working, flexible, supportive and creative, and passionate about learning new things. The position reports to the Managing Director and Director of Business Services, and will work closely with colleagues across the organization including executive leadership, general management, marketing, development, operations, and others, as we seek to build a coherent and consistent audience experience.

Skills

- Outstanding communication and problem solving skills
- Calm and approachable manner with excellent customer service skills
- Attention to detail and excellent people management skills
- Proficient at Microsoft Office Suite, and able to become proficient with New Stage ticketing software, Choice CRM
- Flexible and adaptable, especially with new technology, procedures, and processes
- Must be able to accommodate flexible work hours, including evenings and weekends
- Must be able to lift 25lbs, be standing or walking for extended periods of time
- Demonstrate solid leadership and sales skills
- Innovative team player with the ability to work well with others in a fast-paced environment
- Ability to perform under pressure while maintaining a courteous and professional attitude toward client and team members
- Effectively multitasking to achieve results, shows initiative, plans ahead, and is a self-starter

Start date: August 15, 2024

Interested candidates should send email with a cover letter, résumé, and a list of three references to dbuck@newstagetheatre.com.

For more information go to www.newstagetheatre.com

New Stage Theatre is committed to creating an inclusive environment for all employees.
Candidates of all backgrounds are strongly encouraged to submit their information.