

The Nelda C. and H.J. Lutcher Stark Foundation is seeking a Part-Time Theater Assistant for the Frances Ann Lutcher Theater for the Performing Arts. The Lutcher Theater, along with Stark Museum of Art, Shangri La Botanical Gardens and Nature Center, and The W.H. Stark House comprise the STARK Cultural Venue Programs and offer world-class venues and the best in art, nature, history and culture. www.starkculturalvenues.org

Job Summary: Assists Box Office Manager with ticket sales and customer service and assists House Manager with front of house duties.

Essential Duties and Responsibilities:

- As needed, process internet, phone, mail, and walk-up ticket orders, including single ticket sales, season subscriptions, group orders, and ticket exchanges
- Manage concessions – to include purchasing, maintaining, and stocking inventory, acting as staff liaison in concessions with guild on show nights
- Assist in Box Office and Front of House for all shows, including main nighttime series and daytime kid’s series
- Answer the phone in the office as needed
- Assist other theater employees with additional duties as assigned by Managing Director

Education: High School Diploma

Experience: Paid, educational, or volunteer experience in:

- Professional and effective customer service
- Answering the phone professionally
- Basic problem solving, dealing with customers and co-workers
- Effective teamwork
- Working with volunteers

Schedule: The employee will work no more than 999 hours/year and less than 30 hours/week; evening, weekend hours are required during productions. Some work weeks might require the maximum number of hours allowed while others might require much fewer, depending on production schedules.

Application Process: Submit cover letter and resume to Sarah Wester at swester@starkfoundation.org. Please put “Theater Assistant” on the subject line.