



PART-TIME POSITION AVAILABLE – BOX OFFICE SUPERVISOR

Do you enjoy working with people and have great customer service skills? Do you love musical theater, drama and/or dance? You may be the right individual to join the Broadway Theatre Center Box Office! The Box Office provides ticketing and customer service to Skylight Music Theatre, Milwaukee Chamber Theatre and theatre rentals.

SUMMARY OF DUTIES

- Process season and single ticket sales, and processing deposits. Customer service, proofreading and light telemarketing
- Create monthly schedule for all Box Office employees
- Work closely with House Manager (HM) on any ticketing and patron service issues
- Process house charts and relaying information to HM
- Oversee part-time staff to ensure that all daily requirements are met
- Pull reports by request for theatre companies and rentals
- Train new staff
- Assist Box Office Manager

QUALIFICATIONS

- Detail-oriented and proven ability to multi-task
- Team player with excellent customer service skills
- Experience in ticketing, Excel and Word
- Background with Tessitura or other ticketing sales application a plus, but not required.

HOURS

Part-time 20-25 hours per week. Schedule includes evenings and weekends. The Box Office is open Mon. – Sat. Noon– 6 p.m. and two hours before every BTC performance, including matinees, evenings, weekends and Sundays.

All employees receive two complimentary tickets to each production at the Broadway Theatre Center.

To apply, download application [here](#) and email to tickets@skylightmusictheatre.org or visit us at 158 N. Broadway between noon and 6 p.m. Monday through Friday to fill out an application.

SKYLIGHT MUSIC THEATRE

Founded in 1959, Skylight is Milwaukee's professional Equity music theatre company and the largest employer of Wisconsin actors in the state. Skylight produces the full spectrum of music theatre ranging from blockbuster Broadway musicals to reimagined operas, and from exciting world premieres to contemporary off-Broadway hits. Skylight's mainstage home is the Cabot Theatre in the Broadway. Skylight Music Theatre marks its 63rd season in 2022-2023. *Skylight Music Theatre is a proud Cornerstone Member of the United Performing Arts Fund*

Skylight Music Theatre is an equal opportunity employer and seeks qualified candidates from diverse backgrounds.