



POSITION: Ticket Office Assistant

REPORTS TO: Guest Experience Specialist

DIRECT REPORTS: None

HOURS & COMPENSATION:

- **Hours:** Part-time, weekdays, average of 8 hours per week
 - Ticket office hours: **Tuesdays–Fridays, noon–4:00 PM** and 1 hour prior to each show.
 - Schedule may vary slightly based on staffing needs.
 - Occasional nights or weekends may be required.
- **Compensation:** \$16.00 per hour
- **Benefits/Perks:** Complimentary parking; complimentary tickets for family and friends to select shows.

About the Weill Center for the Performing Arts

The Weill Center for the Performing Arts is a 1,150-seat live event venue in Downtown Sheboygan, WI. The Weill Center presents a series of live performances including music, comedy, variety acts, movies, and more. In 2001, the theater was restored to its original Spanish Colonial Revival architectural style and atmospheric theater, as built in 1928. The theater is currently listed on the National Register of Historic Places.

MISSION

Preserve this historic landmark theater in order to provide and sustain a majestic performing arts venue for the community, and to serve the people of Sheboygan County and surrounding communities with opportunities to enjoy cultural, educational, civic, and corporate events that entertain and inspire.

Overview

The Weill Center has an opening for a **part-time Ticket Office Assistant**. This person is responsible for the successful operations of the Ticket Office, including interactions with patrons. If you are detail-oriented and consumer-centric, this is the perfect role for you!

Duties and Responsibilities

- Perform daily ticket office tasks to ensure smooth operations
- Provide excellent in-person and telephone customer service
- Sell and prepare ticket orders
- Assist with group sales, ticket promotions, and gift certificate tracking
- Troubleshoot and resolve technical problems in the ticket office

- Prepare and balance cash drawer daily; create daily deposits and reconcile deposits during each closing shift
- Ensure the cleanliness and safety of the ticket office
- Assist with mailings
- Accept and direct deliveries
- Participate in staff meetings as appropriate
- Support the business office as needed/directed
- Other duties as assigned

Qualifications

- Interest in the arts/entertainment/music industry
- Excellent customer service skills
- Previous cash-handling experience
- Keen attention to detail
- Comfortable with technology
- Exceptional time management skills
- Self-starter and independent worker
- Must project a positive, professional, and polished image of the Weill Center at all times
- Must be flexible, adaptable, reliable, and willing to take on new tasks as needed
- Knowledge of ticketing software platforms a plus

To Apply

Send your resume and cover letter to info@weillcenter.com. Applications accepted until position is filled.

Job offers contingent on satisfactory background check.