

# INTIMAN

201 Mercer Street | Seattle, WA 98109

We're Hiring--**Intiman Theatre Box Office Associate** for BARBECUE by Robert O'Hara

Are you experienced in customer service and want to facilitate an artistic community ?

About the Company: Intiman Theatre is a community engaged and socially progressive theatre that produces plays, readings and events that are exciting, relevant to our time, and as diverse as the community in which we live. A Tony Award-winning regional theatre, Intiman has presented over 225 productions to Seattle audiences that boldly addresses American inequities and instigate important conversations that help to transform our community one audience at a time.

About the Show: BARBECUE is a raucous and fearless take on the classic American family story in a way not seen before onstage. The O'Mallerys have gathered in their local park to share some barbecue and straight talk with their sister Barbara, whose spiral of drugs and recklessness has forced her siblings to stage an open-air intervention. With the whiskey flowing, family dysfunction and stereotypes collide as the play poses the question: Is family worse than addiction?

BARBECUE will be performed at Langston Hughes Performing Arts Institute, May 24-June 25, in partnership with the Office of Arts & Culture. This iconic venue is part of Seattle's new Historic Central Area Arts and Cultural District and serves as an incubator for Black Culture and Art.

## **What you will do:**

- Serve as ticket office cashier on performance days.
- Provide excellent customer support to ticket buyers and donors.
- Prepare Ticket Office reports for management and reconciliation with business office.
- Maintain and update Ticket Office signage.
- Run reports, lists and perform analysis as requested by other managers.
- Address patron questions, complaints and concerns.
- Perform data entry in Patron Manager database as needed.
- Cash and credit card sales, including proper cash handling technique.

## **This is right for you if:**

- You are available; May 24 - June 25, Wed-Sat 5:00-8:30pm & Sun 12:00-3:30pm, with an exit interview week of June 26.
- You want to make \$12/hour, minimum 15 hours/week.
- You have a positive, solution focused attitude to work.
- You have experience with Patron Manager or equivalent computer ticketing systems.
- You have experience in a professional theater, with similar-sized organizations a plus.
- You speak and write well.
- You can use Gmail & Google Drive (Sheets and Docs) and have a strong grasp of Microsoft Office.

## **Think this is the role and company for you:**

Email us why you like this role and want to work at Intiman. Send a cover letter and resume to [cmswacker@intiman.org](mailto:cmswacker@intiman.org) with "Box Office Associate" in subject line.