

Box Office Apprentice

About Dorset Theatre Festival:

Dorset Theatre Festival, an acclaimed AEA summer company in Vermont, offers opportunities for in-depth professional experience in a small, selective, and supportive summer apprenticeship program. Apprentices work directly with professional theatre staff and renowned actors, directors, playwrights, and designers, many with Broadway credits, in our charming, well-equipped theatre in a quintessential rural Vermont setting.

Dorset Theatre Festival offers all apprentices opportunities to learn from theatre professionals and expand their networks through program-wide apprentice seminars and outings.

Additionally, the Festival fosters a collaborative environment and provides holistic learning opportunities by requiring all apprentices to assist in changeovers between productions.

About the Position:

Dorset Theatre Festival seeks a Box Office Apprentice for their 2018 summer season. Employment dates run early June through early September.

The candidate for this position will report directly to the Box Office Manager and will assist in selling subscriptions and tickets to all Festival events by phone and at the Box Office window. The Box Office Apprentice will provide patrons, donors, sponsors, and local press with excellent customer service and information about the Festival.

Two years of college (or equivalent experience) required. Candidates for this position should have a pleasant and professional demeanor, strong phone and writing skills, show close attention to detail, exhibit grace under pressure, and be an unshakeable problem solver.

Computer fluency required. Box office, customer service, or retail sales experience preferred. Experience working with Patron Manager CRM software and Mailchimp desirable.

Compensation and Perks:

- \$150 per week stipend
- Provided double-occupancy rooming
- Regular time off to enjoy the spectacular Vermont summer season
- Opportunity to do more than “make the coffee”: as a Dorset Theatre Festival Apprentice, you will be a crucial part of your department, learning from and working with top-notch theatre professionals.

To Apply:

Please email cover letter, resume, and list of references to: jobs@dorsettheatrefestival.org. Please indicate your top three areas of interest within your cover letter. Additionally, please indicate in your cover letter how you came across this opportunity. Contact name: Marissa Hutton

Dorset Theatre Festival is committed to creating a diverse and inclusive environment and considers applicants for employment without regard to—and does not discriminate on the basis of—an individual’s sex, race, color, religion, age, disability, status as a veteran, or national or ethnic origin; nor does Dorset Theatre Festival discriminate on the basis of sexual orientation or

gender identity or expression. Dorset Theatre Festival is an affirmative action/equal opportunity employer.