

## **Box Office Manager / Marketing Associate**

### **About Dorset Theatre Festival:**

From June to September, Dorset Theatre Festival mounts 4 main stage productions, in a charming 300-seat proscenium theatre built from 3 restored pre-revolutionary barns.

Every summer, Dorset Theatre Festival draws from some of this country's most talented playwrights, actors, and directors to launch new plays that go on to national acclaim, mount regional premieres to bring the best of Off-Broadway to Vermont, and incubate emerging playwrights and artists.

Dorset Theatre Festival's mission is to create bold, innovative, and authentic theatre that engages a diverse, multi-generational community, and economically diverse region: enlightening, entertaining, and inspiring our audience through the celebration of great plays. Locally engaged and nationally relevant, we produce theatre that matters.

### **About the Position:**

Dorset Theatre Festival, an acclaimed AEA summer company in Vermont, seeks a Box Office Manager / Marketing Associate for its 2018 summer season. Employment dates run early June through early September.

Box Office duties include overseeing box office operations, providing customer service to patrons, and supervising the seasonal box office staff.

Marketing duties include working with the Marketing Manager to coordinate marketing and communication plans for single ticket sales, patron retention efforts, group sales and student matinee campaigns. The Associate will also assist with web-based marketing efforts, promotional and grassroots marketing, public relations and customer service.

The ideal candidate will have box office/marketing experience, strong organizational and writing skills, possess the ability to multi-task, work well under pressure, be self-motivated, detail oriented, and positive and have some teaching/mentoring experience.

Familiarity with Excel, Google Docs, social media, e-blasts and graphic design highly desirable. Valid driver's license required; access to personal vehicle desired.

### **Compensation:**

Salary commensurate with experience and shared housing provided for the summer season.

### **To Apply:**

Email resume, cover letter, and professional references to [jobs@dorsettheatrefestival.org](mailto:jobs@dorsettheatrefestival.org) with your name and position in the subject line. Please indicate in your cover letter how you came across this opportunity.

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.