



atac: downtown arts + music Job Posting
Box Office Assistant
Part-time (multiple freelance positions available)

Contact: Jannelle Codiani, Executive Director

Website: www.atac160.org

Application Form: [Here](#)

Email: jannelle@atac160.org

Social Media: @atac160

Mission: To provide a venue for visual and performing artists and nurture a community of artists, art supporters, and art appreciators in the MetroWest area of greater Boston.

About atac: We are a 501(c)(3) non-profit arts organization in downtown Framingham, MA. Founded in 2005, we host high-quality, professional musicians and performers as well as being home to a variety of programs, open mics, and classes. Our vision includes bringing together a diverse community of artists and art appreciators of all ages, cultures, and interests in a supportive and nurturing environment.

To learn more about atac, visit here: <https://www.atac160.org/about>

To learn more about the team you'd be joining visit here: [Staff](#), [Board](#)

Position Details: Reliable, warm, enthusiastic individuals needed for our box office on event nights. Box Office Assistants are responsible for checking in guests, selling tickets, memberships, and merchandise to patrons. They work closely with the House Manager and the Ushers to ensure a great experience for our guests.

Reporting to the Executive Director and the event's House Manager, this freelance professional will help create the welcoming, professional, inclusive environment that atac strives for during each event.

2-3 hour shifts primarily take place on Thursdays, Fridays, and Saturdays. Must have weekend and evening availability. This position requires operating computer and office equipment and may involve lifting and pushing up to 20 pounds (accommodations available).

Primary Responsibilities:

- Work with House Manager, Lighting Technician, Ushers, and Audio Engineers to create a professional, inclusive performance experience for artists and the audience
- Greet all patrons with a welcoming, helpful hospitality

- Answer phone
- Prepare seating lists for ushers
- Confirm cash box amounts for box office
- Sell tickets and memberships to patrons
- Reconcile cash to daily report and print out final sales report for House Manager

You are a good fit for the position if many of the following are true about you:

- Two plus years of experience in customer service, experience in the arts a plus!
- Demonstrated commitment to challenging ableism, classism, misogyny, racism, and other systems of oppression; willingness to continue to learn and grow in this work
- Clear, timely communication skills, both written and verbal; emotional maturity
- Detail-oriented with good organizational skills
- Ability to multitask and problem-solve; work under pressure
- Enthusiasm for supporting and nurturing creative excellence

Compensation: \$16/hour

To Apply: Please complete the application form [here](#). Note the application asks for the following:

- A personal statement--In no more than 500 words, please share why you are interested in this position and how you believe you meet the qualifications. Responses of any word count of 500 or less will receive equal consideration.
- Upload a resume or list of relevant experiences
- Prospective candidates should spend some time on our website, atac160.org, before applying.

ātac is an equal opportunity employer and actively seeks candidates from diverse backgrounds including Black, Indigenous, People of Color, and the LGBTQ+ community. We actively work toward an anti-racist community that recognizes and aims to address the negative impacts of White supremacy.

Search Timeline (subject to change):

- June-July: Application Collection
- July 1: Begin interview process (2 stages: introductory phone conversation, meeting with executive director at the venue)
- August 1--Extend offers
- August 15--Box Office Assistants are scheduled for shifts starting September 11, 2021 (Training will be provided).

Please contact Jannelle Codianni (she/her), at jannelle@atac160.org, with any questions. No need for formality, please address your message to “Jannelle”.