



Patron and Ticket Services Representative (Part-time)
South Orange Performing Arts Center (SOPAC)
South Orange, NJ

SOPAC (South Orange Performing Arts Center) is a multidisciplinary arts center that presents innovative artistic and educational cultural experiences through music, theater, dance, comedy, and family performances and arts education programs.

Patron and Ticket Services Representatives are the first people patrons interact with when they call or visit the SOPAC Box Office, and are responsible for ensuring all patrons have a positive experience when attending an event at SOPAC.

SOPAC is looking for attentive, courteous, and detailed-orientated individuals who are interested in furthering the success of a regional performing arts center.

Patron and Ticket Services Representatives are responsible for:

- Handling and processing single and subscription ticket sales for all SOPAC performances.
- Informing patrons about upcoming performances, providing descriptions, dates, times, and additional information to help them with their purchasing decisions.
- Assisting patrons with venue information, including directions, local dining, parking, handicap access, etc.
- Maintaining a positive attitude when resolving challenges and during stressful business hours
- Taking initiative and thinking ahead
- Multi-tasking several customer assistance projects

Qualifications:

Bachelors degree required

Experience in a retail, hospitality or customer service

Knowledge of performing arts

Previous box office experience preferred

Experience with Microsoft Office applications (Excel, Word, Outlook)

Experience with Theatre Manager ticketing software preferred

Required evening and weekend availability on a regular basis.

Reports To:

Patron and Ticket Services Manager and Assistant Patron and Ticket Services Manager

Send Resumes To:

Patron and Ticket Services Representative Search
South Orange Performing Arts Center
One SOPAC Way
South Orange, NJ 07079

Salary/benefits commensurate with experience. To apply, please send resume and cover letter to info@sopacnow.org, fax to 973-275-0688, or mail to Patron and Ticket Services Representative Search, South Orange Performing Arts Center, One SOPAC Way, South Orange, NJ 07079. No phone calls please.