

**South Orange Performing Arts Center
Employment Opportunity: Merchandise Seller (Part-time)**

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

SOPAC provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leave of absence, compensation and training.

Merchandise Seller (Part-time)

SOPAC is seeking a part-time Merchandise Seller. Merchandise sellers must have experience handling money and can work well under high pressure situations. Merchandise sellers will communicate with the artist management and count in merchandise, discuss the percentage that SOPAC will take and cash out at the end of the performance. SOPAC is seeking attentive, courteous and detailed orientated individuals who are committed to advancing SOPAC's reputation as a premier regional performing arts center. The successful applicant will be a responsible, punctual team player with a warm and friendly attitude and an appreciation for the performing arts.

Essential Duties and Responsibilities:

- Checking in with the Manager on Duty to confirm the percentage on merchandise that SOPAC will take at the end of the performance.
- Check in with artist management to count in all merchandise, to discuss details of the merch and to discuss pricing.
- Set up the tables and chairs needed for selling the merch and coordinate with house management for signings at the end of performances.
- Handle all merchandise sales and be able to successfully cash out at the end of the performance.
- Post-performance breakdown and clean-up of tables and chairs.

Qualifications:

- Required evening and weekend availability
- Excellent internal and external customer service skills.
- Experience in retail, hospitality or customer service
- Knowledge of performing arts.
- Experience with monetary transactions and excellent math skills.

Compensation: Part-time, hourly employment

Reports To: Director of Audience Services

To Apply: Please submit résumé, cover letter and three professional references via e-mail to boxoffice@SOPACnow.org with “Merchandise Seller Search” in the subject line.

No phone calls, please. *Thank you for your interest in working at SOPAC. Once submitted, we will review your résumé. If your background fits our needs, you will be contacted for an interview.*