



Box Office Representative

Profile Theatre Project, an Oregon not-for-profit corporation, doing business as Profile Theatre, invites applications for the position of Box Office Representative.

ORGANIZATION

Founded in 1997, Profile Theatre is one of the oldest continuously operating theaters in the state. Profile Theatre centers an entire season of first class productions and community engagement activities through the lens of the season-long Featured Playwright, whose unique vision broadens our perspective on the world and deepens our collective compassion. We do this through large-scale professional productions, our expansive In Dialogue program, the Playwrights Residency, and our signature Community Profile program. Profile has grown to be one of the most well-regarded theaters in Portland, with a reputation for bringing intelligence, excellence and passion to the stage. Box Office Representatives will work closely with the Company Manager, Finance Manager, Artistic Director, Theatre House Managers and Volunteer Ushers.

POSITION AND RESPONSIBILITIES

Profile Theatre seeks Box Office Representatives leading up to, and for, the upcoming production of *The Oldest Profession* at the Barge Building at Zidell Yards.

Answer phones through Comcast Business (mobile app or landline) and email correspondence for boxoffice@profiletheatre.org (G Suite).

Sell tickets and memberships or process donations utilizing the Salesforce PatronManager system and encryption equipment.

Represent Profile during pre-show box office hours to sell tickets and assist patrons.

Collaborate with Front of House and Stage Management staff to ensure a timely and enjoyable experience for the Profile Community.

QUALIFICATIONS

The ideal candidate will have experience working box office for a professional or community theatre.

Must be comfortable with technology and working closely with other individuals.

COMPENSATION

Profile Theatre is an equal opportunity employer and strongly encourages women and people of color to apply, in keeping with its core values of inclusion and representation. Employees will be compensated starting at a rate of \$15/hr.

LOCATION

This position will be expected to report to the Barge Building at Zidell Yards in Portland, OR, the Profile Theatre office at 216 NW 13th Ave, or remotely from home with own equipment as mutually negotiated with Company.

This position may include physical requirements of moving, standing and/or sitting indoors and/or outdoors, utilizing technology, and interacting with others. Reasonable accommodations provided.

REPORTING

To Profile Theatre Artistic Director and Company Manager.

APPLY

Submit your application at [Profiletheatre.org/apply](https://profiletheatre.org/apply).

Please include a letter of interest outlining applicable skills and experience. No calls or drop-ins, please. If you require accommodation to submit, please notify us by email at info@profiletheatre.org

Work dates ASAP through August 15, 2021, applications accepted until positions are filled.