

BALLET RI

POSITION TITLE: Box Office & Front of House Manager

Part -Time: Approximately 20 hours per week, \$25/per hour

Minimum Qualifications:

Experience using reserved seating ticketing system, implementing and monitoring sales and promotions. High proficiency in CRM/Database management and Excel. Background in accounting a plus.

Responsibilities:

- Implement seating management and inventory scheme, and ticketing policies.
- Establish pricing model based on revenue goals for all performances in three venues:
 - o Woodman Center (Moses Brown School)
 - o The Vets
 - o Black Box Theater
- Build and manage series and performances using existing box office/CRM System (AudienceView Professional)
 - o Build and manage seating maps based on venue specifications
 - o Build and manage subscription packages and renewal campaigns
 - o Manage pre-show communications for audience convenience and safety
 - o Manage and identify ADA accessible seating areas and needs
- Interface regularly with Vets box office to coordinate event On Sale, monitor inventory and pricing, send subscription/consignment and company orders.
- Manage CRM database, run patron reports for mailings
- Operate payment gateways (Authorize.net) troubleshoot processing issues
- Reconcile sales weekly to ensure proper accounting
- Manage trade ticket for advertisers and ticket vouchers/donations for community groups
- Distribute, receive, and enter requests for company (staff) tickets

- Front of House operations (Woodman and Black Box)
 - o Recruit, manage, and train volunteer ushers on site at all performances.
 - o Organize and stock bar & concessions. Monitor inventory and income.
 - o Facilitate setup/breakdown of FOH directional signage, branding (banners, step and repeat), ticketing desk, and concessions.
 - o Setup and adjust seats as needed and monitor ADA seating access.
 - o Coordinate with stage management for on-time house opening, intermission, and closing
 - o Coordinate will call pickups and on-site purchases

- Front of House operations (Vets)
 - o Monitor box office for any subscription and company tickets issues.
 - o Communicate seating holds with ushers.

ABOUT BALLETRI

Ballet RI, the premiere dance company in Rhode Island, is the proud evolution of Festival Ballet Providence as it continues to embark on an innovative future. Through performances, education, and community engagement, Ballet RI reimagines a traditional dance form into a modern-day experience. As the region's only dance school connected with a professional ballet company, we use modern, high caliber teaching techniques in a supportive environment with a faculty of the highest caliber with a variety of backgrounds and experiences. This new brand is a commitment to our home state and community and a continued reimagining BALLETRI, setting the stage for a bold and innovative future.

TO APPLY:

Email resume and cover letter to office@balletri.org with job title in header