

JUNGLE THEATER

Jungle Theater Position Description

Position Title: Box Office and Group Sales Associate

Full Time (Hourly, Non-exempt)

Reports to: Box Office Manager

Schedule: Must be available to work evenings and weekends, some daytime shifts will be required

About the Jungle: The Jungle Theater, located in the diverse Lyn-Lake neighborhood of Minneapolis, is one of the country's most dynamic theaters, renowned for its imaginative productions and intimate setting. Since its founding in 1991, the Jungle has been a flagship example of the transformative power of the performing arts, playing a vital, continuing role in the economic, social and cultural life of its neighborhood.

Under the direction of Artistic Director Sarah Rasmussen, now in her third season, the Jungle is focusing on new work, including world premiere commissions, and is deeply dedicated to gender parity and inclusive representation onstage and behind the scenes. The Jungle played to 93% capacity last season, and Rasmussen and the Jungle were recently awarded a BOLD Leadership Circle grant.

Over the years, the Jungle and its artists have received numerous awards, including ten Ivey Awards and many best productions and best artist of the year recognitions by local media. More information available at www.jungletheater.com

Position Purpose: This box officer enhances the Jungle Theater patron's theater experience, by providing customer service in alignment with the Jungle's mission and values. This position is responsible for working in the box office during evening and weekend performances, acting as point person for incidents occurring in the house, as well as coordinating groups sales. Additionally, this person supports the daytime box office staff when needed.

Required Qualifications

Excellent interpersonal skills

Ability to identify, evaluate, investigate and offer alternative solutions to problems

Comfortable quickly switching back and forth between tasks on an ongoing basis

Skilled with basic math, and handling money

High School Diploma or GED required, college-level education desired

Must be over 21 years of age

Desired Qualifications

Knowledge of hospitality or theater environment a plus

This position is required to stand and walk for extended periods of time and may need to lift up to 30 pounds.

How to Apply

To apply send cover letter and resume to carrie@jungletheater.com

The Jungle Theater is committed to creating a diverse environment and is proud to be an equal opportunity employer. Applicants of all backgrounds are encouraged to apply.