



Job Posting - STAGES Youth Theater (Portland, Maine)
BOX OFFICE INTERN - Reporting to: STAGES Box Office Director
Posted: March 28, 2019 | Closes: when positions are filled

STAGES Youth Theater seeks a summer intern to support the box office/front of house activities of our summer theater season – which includes three all-student Musicals (SUNDAY IN THE PARK WITH GEORGE, CATS and HIGH SCHOOL MUSICAL).

Start date: July 1, 2019

Compensation: \$400.00 Stipend (paid on the final day of the internship)

Responsibilities:

The Box Office Intern will assist the Box Office Director in a variety of areas including ticketing, concessions, customer service, event set-up, and lobby display planning. Specific tasks could include:

- Helping to distribute pre-paid “will-call” tickets at STAGES performances
- Helping to process ticket orders that take place at the door before STAGES performances
- Helping to set-up/organize the theater and lobby spaces before and after STAGES performances
- Helping with House Management activities, for example:
 - Ushering
 - Pre-show “curtain speeches”
 - Directing traffic of audience members before/during/after performances
- Helping to staff the concessions table before/during STAGES performances
- Helping to design and set up educational/marketing displays in the lobby
- Helping to plan and set up the opening night cast party and/or other special audience events

You may be qualified for this position if the following statements are true!

- You are comfortable working in a kid-focused environment. If you are not interested in working with, for and around children, do not apply.
- You have a friendly and welcoming demeanor when interacting with STAGES families and other members of the public who may attend our performances.
- You are trustworthy, and comfortable handling cash and making change for customers.
- You are a current (or just graduated) high school student at least 16 years of age.
- You will have a reliable and consistent mode of transportation to and from STAGES for the duration of your internship.

(continued, next page)

- You are able to be at STAGES on all of the following dates (no exceptions)!
 - Mandatory Training Session:
Monday, July 1, 2019 – 3:30PM-5:00PM
 - Production of SUNDAY IN THE PARK WITH GEORGE
Thursday, July 11, 2019 – 5:00PM start (approximate end time: 9:00PM)
Friday, July 12, 2019 – 5:00PM start (approximate end time: 10:00PM)
Saturday, July 13, 2019 – 12:00PM start (approximate end time: 5:00PM)
Sunday, July 14, 2019 – 12:00PM start (approximate end time: 5:00PM)
 - Production of CATS
Thursday, August 1, 2019 – 5:00PM start (approximate end time: 9:00PM)
Friday, August 2, 2019 – 5:00PM start (approximate end time: 10:00PM)
Saturday, August 3, 2019 – 12:00PM start (approximate end time: 5:00PM)
Sunday, August 4, 2019 – 12:00PM start (approximate end time: 5:00PM)
 - Production of HIGH SCHOOL MUSICAL
Thursday, August 15, 2019 – 5:00PM start (approximate end time: 9:00PM)
Friday, August 16, 2019 – 5:00PM start (approximate end time: 10:00PM)
Saturday, August 17, 2019 – 12:00PM start (approximate end time: 5:00PM)
Sunday, August 18, 2019 – 12:00PM start (approximate end time: 5:00PM)

TO APPLY FOR THIS POSITION:

Please email your application to: hello@stagesacademy.com

Include the following information:

- A letter (attached as a PDF, or typed into the body of an email message) letting us know why you think you'd be a GREAT Box Office Intern!
- At least one letter of recommendation
- A resume (if you have one) or list of relevant work/volunteer experience

APPLICATION DEADLINE:

Applications will be accepted – and immediately considered! – on a rolling basis. Qualified intern candidates will be hired as applications come in. Submissions will be accepted until May 15, or until all positions are filled – whichever is sooner.

#