**Yale Repertory Theatre Box Office assistant Job Description**

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| Image result for yale rep logo | |
| **Employer** | Yale University |
| **Category** | Customer Service |
| **Job Level** | Casual Employee |
| **Job Description** | Yale Repertory Theatre is a leading professional American theater in residence at the David Geffen School of Drama at Yale dedicated to the production of new plays and bold interpretations of classics that make immediate connections to contemporary audiences. Yale Rep is now hiring for a part time position in its box office.  Responsibilities include customer service, ticket sales, clerical and administrative support and other duties as assigned by the Director of Audience Services. This position works from September through the end of May each year. Staff members are also offered complimentary tickets to see each show and are encouraged to do so. For show calendars and more information about the upcoming season, visit www.yalerep.org. |
| **Job Requirements** | To be considered for this position candidates must meet the following criteria: 1. Demonstrated knowledge of theater and sales.  2. Strongly demonstrated oral communication, problem solving, and customer service skills. Team player with strong and demonstrated ability to work with and/or serve a large number of patrons, staff, students, and professionals representing a wide diversity of personalities.  3. Strongly demonstrated commitment to customer service.  4. Demonstrated proficiency with computerized sales system and cash handling. 5. Ability to function calmly, effectively and flexibly in a pressured customer sales/service environment. Ability to remain focused with frequent interruptions. Ability to work on and prioritize a wide variety of tasks simultaneously, meet deadlines and follow schedules.  6. Ability to work day, night and weekend shifts (Saturdays). |
| **Hours** | 15.0 – 18.0 hours per week |
| **Compensation** | $27.71/hour |
| **Job Type** | On Campus |
| **Time Frame** | Seasonal (September to May); with opportunity for some hours through the Summer |
| **Contact Person** | Laura Kirk, Director of Audience Services |
| **Email Address** | laura.kirk@yale.edu |
| **Work Location** | Yale Repertory Theatre 1120 Chapel Street New Haven, CT 06520 and University Theatre 222 York Street New Haven, CT 06520 |
| **Phone Number** | 203-577-7692 |
| **How to Apply** | Please submit a resume and/or a brief letter of interest to Laura Kirk at laura.kirk@yale.edu |
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**Yale Repertory Theatre’s Mission, Values, and Commitments to Equity, Diversity, and Inclusion**

David Geffen School of Drama and Yale Repertory Theatre train and advance leaders in the practice of every theatrical discipline, making art to inspire joy, empathy, and understanding in the world.

**Our Core Values:** Artistry, Collaboration, Discovery, and Belonging. More about our values can be found at [yalerep.org/about](https://yalerep.org/about).

**Equity Diversity, Inclusion, and Belonging:** We believe in the transformative power of art to promote wonder, empathy, and understanding in the world. In pursuit of this vision we resolve to foster and sustain a diverse, equitable, and inclusive environment where all members of our community can thrive in life and art. This vision requires an ongoing commitment to assess our organizational culture on a regular basis and ensure that our practices and operations are explicitly anti-racist. Through rigorous interrogation of our personal and professional practices, we commit to dismantling the barriers to the creation, learning, and celebration of the communal practice of making live theater. A detailed history of Yale Repertory Theatre’s work and commitments to anti-racism can be found at [yalerep.org/equity-diversity-inclusion](https://yalerep.org/equity-diversity-inclusion).

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| ***Job Code/Comp Grade/Legacy Grade:*** | *703/Labor Grade C* |