

EMPLOYMENT OPPORTUNITY NOTICE -POSTED 2/11/2010

BOX OFFICE MANAGER ◇ PAUL BUNYAN PLAYHOUSE

- Employment Opportunity: Box Office Manager
This is a 2010 summer season position
- Dates of Employment: March 29 - March 31 (training/hours tbd)
April 1 - (official full-time start date)
August 20 - (season end-date)
- Location: Paul Bunyan Playhouse is located in the historic Chief Theatre
314 Beltrami Avenue NW - downtown Bemidji, MN
- Position Functions: Manage day-to day operations of the Paul Bunyan Playhouse during the tenure of contract. The position will administer all activities associated with the box office including:
- Hiring and supervision of box office staff
 - Dissemination of marketing materials
 - Ticket sales
 - Customer Service
 - Pre season event support (ex: "Stars In The Street)
 - Box Office and Lobby cleaning
 - Admin and reporting tasks for Board of Directors
 - Other duties as requested by Board of Directors
- Compensation: Hiring pay is \$10 an hour. Training period: 20 hours
Full-time season: 40 hours/week (no benefits/no paid time off)
Supervision by designated Board of Directors' member
- Qualifications: Experience working in non-profit organization. Related performing arts administrative/supervisory experience preferred. Working knowledge of ticketing software and applications preferred. Effective written and oral communications skills and ability to develop good working rapport with diverse groups of people is necessary.
- Application Process: To apply, send your letter of intent, resume and a list of references to: Paul Bunyan Playhouse Board of Directors
Box Office Manager Application
314 Beltrami Avenue
Bemidji, MN 56601
- Completed applications must be received by February 25, 2010.
- Interview Process: Interviews of selected candidates will be held:
March 2 - at the Paul Bunyan Playhouse from 6:00 - 9:00 pm