



EMPLOYMENT OPPORTUNITY: Front of House Staff

The Music Box Theatre seeks Front of House Staff for upcoming programming, including *Triple Espresso*—a highly caffeinated comedy and occasional special events as scheduled.

Front of house (FOH) staff must be willing and able to work any FOH job assignment (ushering, ticket taking, concessions, clean-up and/or miscellaneous tasks) as assigned by the House Manager.

Specific responsibilities include:

- Assure that the Music Box Theatre is in a “show ready” condition prior to the doors being opened to the public;
- Stuff programs with inserts and distribute programs to patrons as directed;
- Provide quality customer service at the concessions counter;
- Tear tickets and direct patrons to appropriate entrances into the theatre;
- Assist patrons as needed or when appropriate, especially the elderly and those with special needs;
- Provide direction to patrons for facilities located inside or outside of the Music Box Theatre;
- Respond quickly and courteously to patron’s questions, needs, comments or concerns;
- Respond to and/or provide direction to patrons in an emergency or evacuation situation in accordance with the Music Box Theatre evacuation plan;
- Assist in ensuring that all theatre policies are followed and enforced;
- Pick up trash and retrieve lost items from the theatre following performances;
- Perform cleaning duties in lobbies, theatre house and restrooms as needed;
- Perform other duties as assigned by the House Manager

Qualifications: Candidates must be dedicated and responsible, have the ability to take and give direction, and enjoy working with the public with the highest customer service. Must have strong communication skills, be comfortable and accurate handling money, give attention to detail, and have the ability to stand for long periods of time and to lift a minimum of thirty (30) pounds.

This position is part-time, mostly evenings and weekends. The FOH staff is generally expected to work at least 2-3 performances per week during the run of *Triple Espresso* or other events scheduled for a week or more.

Desired start date: November 21st (potential shifts also week of November 4th – 10th)
Orientation Mandatory in the evening on Wednesday, October 16th.

Starting Compensation: \$8.50/hr.

Send cover letter/resume/references to: millie@musicboxmpls.com

The Music Box Theatre is managed by The Daniel Group, LLC and is located at 1407 Nicollet Ave in downtown Minneapolis.