



Box Office Associate Job Description

Aurora Theatre & Lawrenceville Arts Center seeks a dynamic and entrepreneurial Part-Time Box Office Associate to actively support the Patron Services Department.

Aurora Theatre is the 2nd largest professional theatre in the state of Georgia, located in Gwinnett County with an operating budget of \$3 million, producing 800+ events for more than 80,000 visitors each season. Lawrenceville Arts Center (LAC), a brand-new premier arts and culture venue located in historic downtown Lawrenceville GA, is set to open August 2021. With 5 distinct spaces (and endless funky alcoves) LAC is a community gathering place for performances, conventions, corporate meetings and celebrations. LAC is sure to be a destination location for not only Gwinnett County and Georgia, but the entire Southeast region!

REQUIREMENTS: Candidate should have outstanding customer relations, communication, and problem-solving skills in a fast-paced environment. Able to clearly articulate Aurora's goals, mission, and policies. Flexible hours, nights and weekends may be required. Deal efficiently with seating requirements and work effectively under pressure. Knowledge of Microsoft Office, Tessitura and Clover POS system a plus. Would prefer candidate be bilingual.

To best demonstrate Aurora's commitment to community, inclusion, diversity, equity, access, and excellence in our workplace, we encourage ALL qualified applicants to apply. Aurora is an equal opportunity employer, and will provide training to creative high school and/or college students.

WORKING HOURS: 10-30 hours per week average. Flexible hours include daytime, evenings, and weekend. The Box Office is typically closed on Monday except for special circumstances.

COMPENSATION: \$10.00 to \$15.00/hr
Compensation is commensurate with experience.

REPORTS TO: Box Office Manager

CULTURE

Lawrenceville Arts Center is an inclusive art space where you will be part of a thriving cultural scene (music, theatre, dance, & visual arts). Join a creative culture that operates under "Group Speak" (all voices welcomed). We value equity in the workplace, and we fight for civic, corporate and cultural understanding. Plus, we have a lot of fun!!!

TO APPLY: Please send resume and cover letter, including names and phone numbers of 3 references to [hiring@auroratheatre.com](mailto: hiring@auroratheatre.com):

Jennifer Owens
Director of Patron Relations
Aurora Theatre
Lawrenceville, GA 30046
jennifer@auroratheatre.com
hiring@auroratheatre.com

