

# LINCOLN

## AMPHITHEATRE

### 2012 Seasonal Positions Available

#### Box Office Manager

The Box Office Manager will be a season position working an average of 30 - 40 hours per week during the months of April through September. The Box Office Manager will report to the Administrative Director and will work in association with the Communication Director. This person will be responsible for the following:

- Phone inquiries and ticket sales
- Manage admission box office staff including volunteers
- Placing meal orders
- Data Entry including verifying & correcting information in ticketing system
- Control the financial reporting functions by ensuring full and accurate accountability for all sales
- Verify the preparation of deposits
- Act as a liaison between the box office and management regarding ticket promotions
- Act as a liaison between the box office and patrons by providing patrons assistance with ticket issues
- Other duties asked by the Executive, Communication, and Administrative Director

#### Requirements

- Three years Cash Handling experience
- Ability to reconcile daily cash reports
- Ability to read reports, audits and directions
- Ability to perform general math calculations such as addition, subtraction, multiplication and division
- Excellent communication, time management, and organization skills
- Ability to stay calm and communicate in stressful situations
- Working knowledge of Microsoft Office including Word, Excel, and Access
- Ability to work evening and weekend shifts

**To Apply please submit your application or resume to:**

**Lincoln Amphitheatre  
Attn: Rachel Carver  
P.O. Box 7-21  
Lincoln City, IN 47552**

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### 2012 Seasonal Positions Available

#### House Manager

The House manager will be a season position working an average of 30 - 40 hours per week during the months of April through September. The House Manager will report to the Executive Director and will work in association with the Communication Director, Administrative Director, and Stage Manager. The person will be responsible for the following:

- Manage the front of house staff and volunteers
- Preparing programs and surveys to be handed out prior to show
- Ensure the safety of patrons, volunteers, and staff through the proper implementation and enforcement of emergency procedures
- Assist with nightly volunteer orientation
- Assist with all special circumstances that arise (i.e. latecomers, patrons who need to be on call, handicap accessibility)
- Assist with inventory and reorders
- Oversee the cleaning of the amphitheatre's facilities
- Accurately operate a cash register
- Other duties asked by the Executive, Communication, and Administrative Director

#### Requirements

- Practical knowledge of theatre environment is essential
- Excellent interpersonal skills, even temperament, ability to supervise effectively
- Strong organizational, communication, and management skills
- Ability to speak in front of a crowd
- Ability to perform general math calculations such as addition, subtraction, multiplication and division
- Working knowledge of Microsoft Office including Word, Excel, and Powerpoint
- Theatre management experience is preferred
- Ability to work evening and weekend shifts required

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### 2012 Seasonal Positions Available

#### Box Office Assistant

The Box Office Assistant will be a season position working an average of 20 - 40 hours per week during the months of April through September. The Box Office Assistant will report to the Box Office Manager. This person will be responsible for the following:

- Assist with guest inquiries and transactions in a timely manner
- Assist with answer phone calls and forwarding to proper department
- Working knowledge of Microsoft Office including Word, Excel, and Access
- Assist Communication Director with research and data entry
- To carry out any other task which may be reasonably required by the Box Office Manager, Executive Director, Communication Director, and Administrative Director

#### Requirements

- Money handling experience is preferred
- Ability to reconcile daily cash reports
- Ability to perform general math calculations such as addition, subtraction, multiplication and division
- Ability to communicate effectively
- Must be able to work in a fast paced environment
- Ability to work evening and weekend shifts

#### Food Service and Merchandise Host/Hostess

The Lincoln Amphitheatre needs seasonal staff to assist in the concession and merchandise stands. This will be a seasonal position working an average of 20 - 40 hours per week during the months of April through September. Staff working with concessions and merchandise will report to the House Manager. This person will be responsible for the following:

- Assist with guest inquiries and transactions in a timely manner
- Accurately operate a cash register
- Proper food preparation
- Cleaning and maintaining area
- To carry out any other task which may be reasonably required by the House Manager, Executive Director, Communication Director, Administrative Director

#### Requirements

- Money handling experience is preferred
- Ability to reconcile daily cash reports
- Ability to perform general math calculation such as addition, subtraction, multiplication and division
- Ability to communicate effectively
- Must be able to work in a fast paced environment
- Ability to work evening and weekend shifts

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