Job Title: Box Office Personnel
Property: Mardi Gras Enterprises
Reports To: Box Office Manager
Hours: Part-time, Show Days 3pm-9pm & Friday 10am-6pm; potential nights and weekends.
Rate: $9.25
Availability: March 2018

Kalamazoo State Theatre (KST) Overview
The Kalamazoo State Theatre, located at 404 S. Burdick Street, has been a fixture in downtown Kalamazoo since 1927. The historic atmospheric style movie palace is now home to concerts, comedy, special films, and private events. Please visit www.kazoostate.com for more information about the venue. We seek smart, resourceful, hardworking, action orientated people who think creatively and outside the box. We look for those who have a hunger for achievement, a sense of urgency, and will to win; people who take ownership in their efforts and strive to create value in everything they do.

Job Summary
Box Office Personnel performs operations of the Kalamazoo State Theatre Box Office including, but not limited to, opening and closing procedures, ticket sales via Ticket Master Host, answering phone calls and taking messages, handling the cash drawer and credit card machines, and additional miscellaneous tasks, all while providing personable and outstanding customer service in a fast pace environment.

Minimum Qualifications
- Ability to have fun, stay calm, and work with others in a sometimes stressful, fast paced, energetic environment
- Demonstrated excellent writing, communication, phone, computer and customer service skills while presenting a positive professional image
- Demonstrated experience with Microsoft Office
- Extremely organized with attention to detail
- Focused and able to handle multiple projects and shifting priorities
- Set and meets high standards
- Ability to keep work relations confidential
- Creative brainstorming skills
- Expertise with graphic and web design software highly desired
- Represent the Kalamazoo State Theatre in a positive light

Physical Demands
While performing the duties of this job, the employee is regularly required to reach with hands and arms; speak loudly and clearly; hear and respond in busy and noisy environments. The employee frequently is required to stand, walk and climb or balance. The employee is occasionally required to sit and stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move up to 10 pounds and will occasionally lift and/or move up to 50 pounds. Specific vision abilities include color, close, distance, and peripheral vision and depth perception.

Please email cover letter, resume and three professional references with contact information to Box Office Manager, Ruth Berjawi at Ruth@kazoostate.com