



Box Office Manager

Job Description: 2023/2024 Season

Below is the job description for the Box Office Manager position for each of our three shows this season. Please send a letter of interest and a resume to info@rorschachtheatre.com

Responsibilities include:

- Attending all shows for the run the production
- Running the box office each night and training and supervising any assistants or substitutes.
- Maintaining and preparing ticket lists for use at each show.
- Preparing nightly reports on sales and audience pick ups.
- Some communication with the audience by email, confirming reservations, and sending daily reminders (all should be able to be done during nightly commitment)
- Working closely with the house manager and the stage manager to develop a run of show plan and a late seating plan.
- Sharing information with the House Manager to include in the nightly house report
- Other duties as required to facilitate the smooth running of the audience experience.

Dates / Location / Nightly Commitment:

NIGHT OF THE LIVING DEAD: October 27, 2023 - November 19, 2023

(Possible extension to December 3 - additional compensation if the show extends)

LOCATION: 1020 Connecticut Avenue NW

HUMAN MUSEUM: April 12, 2024 – May 5, 2024

LOCATION: Source Theatre, 1835 14th St NW

SLEEPING GIANT: June 28, 2024 - July 21, 2024

LOCATION: TBA

- 6:30-8:30 on Thursday, Friday and Saturday 8pm Shows
- 1:30-3:30 on Sunday 3pm Shows
- There is an occasional show on a different night (exceptions listed below)

Attending a dress rehearsal just before shows begin is suggested.

Compensation: \$650 flat fee

COVID SAFETY: We require that all our staff be vaccinated.

At this time masks are optional for audience members, staff, and artists. We will continue to monitor and follow guidelines and recommendations from the Center for Disease Control (CDC) and DC Health (DCH). Our COVID-19 Safety Practices & Policies are continually being refined to ensure a safe, clean, comfortable experience for everyone, and practices and plans will be updated as circumstances and guidelines change.

* **ADDITIONAL DATES / SCHEDULE EXCEPTIONS:** *Night of the Living Dead* - Sun Oct 27, 8pm show instead of 3pm; Mon night performance @8pm on October 30; Tue night performance @8pm on October 31 / *Human Museum* - Sun April 14, 8pm show instead of 3pm; Mon night performance @8pm on April 15 / *Sleeping Giant* - Sun Jun 30, 8pm show instead of 3pm; Mon night performance @8pm on July 1