

Box Office and Marketing Associate (Seasonal – Part Time)

Organization: Uptown Players LGBTQ+ Theatre (Non-profit)

Location: Uptown Players

1327 Motor Circle

Dallas, Tx 75207

Part Time - Seasonal

Hours: 20 hours per week

Salary - \$20 an hour

About Uptown Players LGBTQ+ Theatre: Uptown Players is a non-profit LGBTQ+ theatre organization dedicated to producing high-quality theatrical experiences that celebrate diversity and inclusivity. As a vibrant part of the local arts community, we are committed to fostering creativity, promoting acceptance, and telling powerful stories that resonate with our diverse audience.

Job Overview: We are seeking a dynamic individual to join our team as a part-time Box Office and Marketing Associate. This entry-level position is a unique opportunity to contribute to the success of Uptown Players while gaining valuable experience in both box office operations and marketing strategies.

Key Responsibilities

Box Office Associate:

1. **Ticket Sales:** Process ticket orders, handle inquiries, and assist patrons with ticket purchases both online and in-person.
2. **Customer Service:** Provide excellent customer service by addressing patron concerns, resolving issues, and ensuring a positive experience.
3. **Data Entry:** Maintain accurate records of ticket sales, donations, and audience information. Update 3rd party sites and reports with monthly attendance data.
4. **Event Support:** Assist in on-site box office operations during performances and events.

Marketing Associate:

1. **Social Media Management:** Assist in creation and scheduling engaging content across various social media platforms to promote upcoming shows, events, and organization initiatives.
2. **Content Creation:** Assist in the development of promotional materials, including flyers, posters, and digital content.
3. **Email/Mail Campaigns:** Help coordinate and execute email marketing campaigns to reach our target audience. Create mailing lists for postcard mailer campaigns.
4. **Community Engagement:** Collaborate with local businesses, organizations, and influencers to expand our reach within the LGBTQ+ community.

Qualifications:

1. **Passion for the Arts:** An interest in theatre and a commitment to promoting diversity and inclusion.
2. **Strong Communication Skills:** Effective written and verbal communication abilities.
3. **Organizational Skills:** Detail-oriented with the ability to manage multiple tasks efficiently.
4. **Tech Savvy:** Comfortable using ticketing software, social media platforms, and basic graphic design tools.
5. **Team Player:** Willingness to collaborate with colleagues and contribute to the overall success of Uptown Players.
6. **Education:** High School or GED equivalent / Some college credits required

Salary and Benefits:

- Complimentary and discount ticket package for each production

How to Apply: Interested candidates should submit a resume, cover letter, and any relevant work samples to craiglynch@uptownplayers.org. Please include "Box Office and Marketing Associate Application" in the subject line.

Uptown Players LGBTQ+ Theatre is an equal opportunity employer. We encourage applications from candidates of all backgrounds and experiences.