



JOB OPENING

Job Title: Box Office and Marketing Associate (Part-Time)

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

Location: 1327 Motor Circle, Dallas, Tx 75207

Pay Rate: \$18 – 22 per hour, depending on experience

Hours: 15 - 25 hours per week

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

Job Overview: We seek a dynamic individual to join us as 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 that may lead to advancement.

Key Responsibilities

Box Office:

1. **Ticket Sales:** Process ticket orders, handle inquiries, and assist patrons with both online and in-person.
2. **Customer Service:** Provide excellent customer service, address issues and ensure a positive experience.
3. **Data Entry:** Update and maintain accurate records of ticket sales, donations, and audience information.
4. **Event Support:** Assist in on-site box office operations during performances and events.

Marketing Associate:

1. **Social Media Management:** Create and schedule engaging content across social media to promote upcoming shows and events.
2. **Content Creation:** Help develop promotional materials, including flyers, posters, and digital content.
3. **Email/Mail Campaigns:** Help coordinate and execute marketing campaigns to reach our target audience.
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:** Ability to collaborate and contribute to the overall success of Uptown Players.
6. **Experience & Education:** High School Diploma or Equivalent required. Previous experience preferred.

Benefits:

- Complimentary and discount ticket package for each production

How to Apply: Submit resume and cover letter, to craiglynch@uptownplayers.org. Please include "Box Office and Marketing Associate Application" in the subject line.

Uptown Players is an equal opportunity employer.