

# TARRYTOWN MUSIC HALL

13 Main Street P.O. Box 686 Tarrytown, NY 10591 | [www.tarrytownmusichall.org](http://www.tarrytownmusichall.org)

October 2021

## SEEKING BOX OFFICE MANAGER For immediate full time employment.

Role: Box Office Manager  
Location: Tarrytown, NY  
Type: Full-time with medical benefits.  
Salary: Competitive

The Music Hall Theater in Tarrytown, NY is seeking a new box office manager. We are a non profit performing arts organization charged with the loving care of the historic 1885 Music Hall, listed on the National Register for Historic Places. We are one of the busiest venues in the region, featuring everything from international touring concerts and comedians to youth theater and dance school recitals and film. Our staff is a small, friendly tight-knit group of experienced professionals, working together to serve our patrons and community.

We consider the box office our “front line” in our relations with patrons and community, and thus an integral part of our development efforts.

### RESPONSIBILITIES:

- Oversees box office operations and staff, including hiring, training and scheduling.
- Box office cash handling and reporting.
- Processes and monitors ticket sales, and generates sales reports and statistics.
- Sets up all events, pricing codes and promotions
- Customer relations, patrons management.
- Working with development department, particularly using ShoWare fundraising and membership tools.
- Maintaining and procuring equipment, stock consumables, managing software updates.
- Building and managing email blasts for new shows, patron emails & surveys
- ASCAP/BMI/SESAC reporting & Pollstar attendance reporting,
- Managing background checks, required training for staff and volunteers
- Liaise with ticketing system provider and email software provider.
- Other duties as assigned.

### REQUIREMENTS:

- Ability to work under pressure.
- Strong analytical and problem-solving skills.
- Strong supervisory and leadership skill.
- Experience with basic accounting and cash handling.
- Willingness and ability to work evenings, weekends, holidays depending on theater schedule
- Good communication skills and demonstrated ability to effectively interact with the public.
- Very strong computer skills, including Mac, Windows, MS Office, social media.
- Capability of working independently without continuous supervision.
- Excellent organizational and time management skills with a proven ability to meet deadlines and an attention to detail.

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“PLUSSES:”

- Experience with Accesso Showare ticketing platform
- Knowledge of basic graphic design.
- Non profit organization/venue experience.
- Experience with Emma email marketing platform
- A head full of ideas, for improvements, projects and initiatives, not necessarily contained to your day to day duties. Bring your passion!

To apply, contact Executive Director Bjorn Olsson:

[bjorn@tarrytownmusichall.org](mailto:bjorn@tarrytownmusichall.org)

Enclose resume, a short bio and reasons you'd be great for this position.

Looking forward to hearing from you!