

Box Office and Website Manager

[Smith Center for the Arts](#) – Geneva, NY

Summary Description:

The Smith Center for the Arts is a 127-year-old historic film and performing arts venue that currently presents events in a wide variety of genres.

The ideal candidate for the current open position at The Smith:

Manages operation of the Smith Opera House's box office. Responsibilities include:

- Build all events in Eventbrite ticketing system
- Liaise with renter/promoter representatives to correctly ticket show
- Troubleshoot issues and problems with patrons and producers
- Help recruit, train, schedule, and manage ticket office staff, both volunteer and paid

Website Manager

- Work with the Marketing Team to keep the Smith's website updated
- Attend weekly virtual meetings to set priorities and plan strategies
- Organize marketing assets

Message Board

- Work with the Marketing Team to keep the Smith's Seneca Street Message Board updated using Team Viewer

Google Suites

- Manages Smith staff e mails and use of Google Drive
- Keep files and folders organized

Preferred Competencies

- Good judgement and attention to detail
- Self-directed and able to make decisions independently
- Excellent computer skills and willingness to learn new programs
- Responsive and clear communication
- Basic design skills

This is currently a part-time position with potential to convert to full time.

The responsibilities of this position can be performed remotely or mostly remotely, subject to review.

Hours are flexible and negotiable, for the most part. Eligible for Paid Time Away and Volunteer Time Off.

If interested, please send resume and cover letter plus 2-3 professional references to Susan Monagan, Executive Director, smonagan@thesmith.org.