



San Gabriel

THE CITY OF **SAN GABRIEL**  
IS CURRENTLY RECRUITING FOR

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## **Box Office Manager**

**\$18.06 – \$21.96 hourly**  
**(Part-Time/Non-Benefited Position)**

### **The Opportunity & Ideal Candidate:**

The City of San Gabriel's Mission Playhouse is currently accepting applications for Box Office Manager. This is a part-time, non-benefited position. The incumbent will serve as the venue's primary contact for all aspects of the box office which includes managing Playhouse ticket sales, which includes ticket sales software (currently Ticketmaster), preparing sales and financial reports, and supervising box office staff. The ideal candidate will have interest and experience in overseeing a community theater box office and be highly motivated, hard-working, tactical, customer service oriented, and a champion of the Playhouse's mission.

### **Position Summary:**

Under direction of the Mission Playhouse Manager, the Box Office Manager is responsible for overseeing the daily, weekly, monthly, and yearly sales of tickets at the Playhouse; working closely with the department's accounting and marketing/publicity divisions to provide accurate daily, weekly, and monthly sales reports and financial statements; ensuring daily sales logs and register totals balance and that cash and credit sales are accurately reported to the Playhouse accounting department; working with the Mission Playhouse Manager to develop all cash handling policies and procedures, including conducting regular audits to ensure staff is in compliance with the established policies; hiring, training, scheduling, and supervising a pool of part-time box office employees to service daily customer operations and night-of-show ticket sales; handling customer issues and concerns, while adhering to department policies and ensuring a positive and productive outcome for all patrons; working with the marketing/publicity department to evaluate the success of various marketing campaigns and to develop strategies to target specific patron demographics; maintaining the organizations ticketing software and acting as liaison to the software provider; serving as the primary ticket contact to independent producers, promoters, and rental clients; keeping equipment in proper functioning order at all times, including developing plans for equipment maintenance and replacement; developing useful sales reports and financial statements to provide frequent and up-to-date snapshots of ticket sales and revenue flow; and performing other duties as assigned. **This position involves a varying schedule and requires working nights and weekends.**

### **Minimum Qualifications:**

Although other combinations may be considered, a typical way to obtain the knowledge, skills, and abilities would be college coursework and/or previous work in live event/theatre box offices. Training in specific software programs will be made available as applicable. Possession and maintenance of a Class C California Driver's License and satisfactory driving record are required.

### **Compensation & Benefits:**

**Range: \$18.06 – 21.96 per hour.** Participation in Public Agency Retirement Services in lieu of Social Security. Compensation of \$.58 per hour is available to employees who qualify and pass a proficiency examination in a second language such as Cantonese, Mandarin, Vietnamese, or Spanish.

### **Application Procedure:**

Candidates must complete a City of San Gabriel application. To apply, please visit [jobs.sangabrielcity.com](http://jobs.sangabrielcity.com). **All application materials must be submitted online by 5:00 p.m. on Monday, May 20, 2019.** Faxed, emailed, or hard copies of application materials are not accepted.

## Tentative Recruitment Schedule:

The following is the tentative schedule for this recruitment. If you are interested in applying for this position, please plan in advance to accommodate the schedule. Also note that the City reserves the right to revise this schedule at any time if it deems necessary.

- Recruitment Opening – April 29
- Application Deadline – May 20
- Anticipated Panel Interview – Week of June 4
- Anticipated Start Date – Week of June 21

*The provisions of this bulletin do not constitute an expressed or implied contract. Any provisions contained in this bulletin may be modified or revoked without notice. Applicants with legal disabilities, who require special testing accommodations, must contact the City of San Gabriel Human Resources Department at least five (5) days prior to the examination date.*

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All qualified candidates are encouraged to apply; the City of San Gabriel is an Equal Opportunity Employer.

鼓勵所有的合格候選人提出申請 聖蓋博市是平等機會的僱主

Tất cả ứng cử viên hội đủ điều kiện nên nộp đơn. Thành Phố San Gabriel là một sở làm có tôn chỉ tạo cơ hội bình đẳng.  
La ciudad de San Gabriel ofrece la igualdad de oportunidades en el empleo, apoyamos a los candidatos calificados a aplicar.

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### HUMAN RESOURCES DEPARTMENT

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