



Box Office Assistant

ABOUT A NOISE WITHIN

A Noise Within has been called “an oasis for those who love classic stories” by Los Angeles Times and is a leading regional producer based in Pasadena, Calif. ANW’s award-winning resident company is committed to representing the entire community at their state-of-the-art, 324-seat performance space. In addition to producing world-class performances of classic theatre, the organization runs robust education programs with the goal of inspiring diverse audiences of all ages, and a community-centered program – Noise Now – that expands our family by engaging with our neighboring communities and peer organizations.

ANW believes in working hard on our anti-racist practice across the whole organization. By interpreting our mission to fully engage audiences through community and artist-centered work in multiple creative disciplines, ANW is striving to be a theatre that better serves our entire community.

GENERAL POSITION DESCRIPTION

A Noise Within (ANW), California’s premiere classical repertory theatre, is currently seeking a Box Office Assistant. The Box Office Assistant will report to the Patron Services Manager, interacting directly with patrons and subscribers to achieve all sales goals, master our ticketing program and database, and assist in all aspects of data management including sales reporting and patron outreach. This entry-level position will provide experience as an administrator in a successful and supportive environment.

Qualifications:

- High School diploma or equivalent required.
- Experience with box office, sales, theatre, and/or database management is a plus.
- Excellent computer skills with ability to quickly master and excel in Microsoft Office applications as well as ticketing and database applications.
- Strong organizational and time management skills with attention to detail.
- Exceptional communication and interpersonal skills to manage a wide variety of internal and external relationships.
- Enthusiasm to learn and grow in a fast-paced environment.
- Must be available to work evenings and weekends.

This position is part time (10 – 30 hours/week) with compensation of \$15 per hour. To apply, send a cover letter and resume to kmcmahon@anoisewithin.org. Incomplete applications will not be considered. A Noise Within is an equal opportunity employer.

ANW believes in working hard on our anti-racist practice across the whole organization and we invite candidates to review more information here. www.anoisewithin.org/equity-diversity-inclusion-at-anw Candidates of color and from diverse backgrounds strongly encouraged to apply. Visit www.anoisewithin.org for more information about the organization.