

Danspace Project

POSITIONS AVAILABLE **2024-2025 SEASON BOX OFFICE MANAGER**

Danspace Project is looking to hire two Box Office Managers for our 2024-2025 Season, with shifts from October 8th through June 30th, 2025; see the enclosed Fall schedule for details. The Box Office Managers are entry-level and shift-based, hourly/non-exempt seasonal employees under the supervision of the Program and Operations Manager, and work closely with the House Manager.

It is Danspace Project's 50th Anniversary Year! Come join our team in advancing Danspace Project's commitment to developing and presenting new work, supporting emerging and established artists, and an openness to new artistic ideas! In DSP's [programs](#) and operations, a range of perspectives is sought across considerations of race, sexuality, gender, class, and ethnicity; aesthetic investigations across dance histories, genres, and forms; and relevance to DSP's institutional history and memory. DSP's staff and board are guided by these values ([here](#)) in order to fulfill the organization's mission ([here](#)).

MAIN DUTIES MAY INCLUDE:

- Assisting with pre/post-performance preparation/breakdown
- Handling cash and credit sales
- Strictly monitoring entry of guests into the venue
- Assisting with ticketing check-in
- Selling merchandise & tracking merchandise inventory
- Sales reconciliations
- Moving, lifting and stacking chairs, furniture, and piano as part of a team; climbing two flights of stairs, while carrying merchandise inventory boxes (approx 25 lbs).
- Frequently communicating with the House Manager and Admin on Duty regarding capacity and attendance.

QUALIFICATIONS:

- Previous experience and familiarity with hospitality & customer service, box office accounting & reconciliations in Google Sheets, AudienceView software, and Square POS will be very useful in this position.
- The ideal candidate would have an accurate and detail-oriented capacity to track money and attendance while simultaneously remaining efficient and friendly with patrons during check-in.
- The abilities to work as a team member, make quick decisions in a flexible environment, and handle complaints & emergencies in a calm manner.
- Interest in Danspace Project programming is a plus.

DETAILS:

- **RATE:** \$25/hr, four-hour minimum shifts, and other industry-standard policies for overtime, breaks, benefits, etc.
- **SCHEDULE:** Ideal candidates would be able to commit to approx. 2/3 of the shifts noted on the following page which tend towards Thurs, Friday, and Saturday afternoons and evenings.
- **COVID-19:** Protocols as of 8/06/2024 (subject to change) include: The use of masks is optional for all employees and guests of Danspace Project. All shifts cancelled by DSP due to COVID-19 will be paid in full.
- **TO INQUIRE:** Please send a cover letter & resume with references to Rosaly Ruiz, Program and Operations Manager rosaly@danspaceproject.org, cc-ing jobs@danspaceproject.org. The subject line for the email should be: "Box Office Managers". Interviews begin immediately until filled.

Danspace Project is committed to providing equal opportunity in employment to all employees and applicants for employment. No individual will be discriminated against on the basis of race, color, religion, sex, sexual orientation, gender identity, ancestry, ethnic or national origin, veteran status, age or disability. Danspace Project, 131 East 10th Street, New York, NY 10003

AS OF 08/06/2024

Danspace Project

Fall 2024 Box Office Manager Shift Schedule

Applicants to the position would ideally have availability for at least two-thirds of the following shifts:

DATE CALL TIME

Tues, October 08th-	6:00 PM
Thurs, October 10th-	5:30 PM
Fri, October 11th-	5:30 PM
Sat, October 12th-	5:30 PM
Sat, October 26th-	1:00 PM *
Sat, November 2nd-	12:00 PM*
Sat, November 9th-	2:00 PM
Tues, November 19th-	6:00 PM
Thurs, November 21st-	5:30 PM
Fri, November 22nd-	5:30 PM
Sat, November 23rd-	5:30 PM
Tues, December 11th-	6:00 PM
Thurs, December 12th-	5:30 PM
Fri, December 13th-	5:30 PM
Sat, December 14th-	5:30 PM
Sat, December 21st-	1:00 PM*

All Shifts are Paid at a 4-hour minimum and typically do not last more than four hours.

***Shifts with an asterisk are anticipated to be longer than 4 hours.**

Shifts for Danspace's Winter/Spring (January 2025-June 2025) season will be shared with the hired team at a later date.