



SHAKESPEARE THEATRE OF NEW JERSEY (STNJ)

Position Title: Box Office Sales Associate

Department: Box Office

Classification: Seasonal (May – December), Part-time, Hourly, Non-exempt

Reports to: Patron Services Manager

Location: On-site

Start Date: May 1, 2025

POSITION SUMMARY:

The Shakespeare Theatre of New Jersey (STNJ) is seeking Box Office Sales Associates responsible for ensuring an exceptional front-of-house experience for a diverse and growing patron base. Associates will assist patrons with their ticket purchase needs ranging from seat selection to helping them locate the theatre. We are seeking individuals with a preferable background in sales/customer service with excellent communication skills. Ideal candidates will have box office experience and experience with ticketing software. Experience with Spektrix or other ticketing software is a plus, but not required. Various daytime, evening, and weekend hours are required.

PHYSICAL DEMANDS:

- Position is frequently required to sit for extended periods during regular work.
- Must be able to lift and move 25 pounds and climb stairs.

COMPENSATION:

Hourly Part-time Positions: Compensation for this position is \$15.50/hour. This position is eligible for overtime after 40 hours/week.

APPLICATION PROCESS:

Applicants should submit a cover letter, resume, and three references in PDF format to The Hiring Department, The Shakespeare Theatre of New Jersey, employment@ShakespeareNJ.org. No phone calls, please.

ABOUT THE THEATRE:

The Shakespeare Theatre of New Jersey (STNJ) is one of the nation's oldest, most prestigious, classic theatres, serving thousands of constituents annually through its work onstage, and through a large array of education programs.

MISSION:

STNJ's mission is two-fold: to bring new, relevant life to the world's classics for a diverse audience; and to use those masterworks to provide transformative experiences on stage and in classrooms. As a teaching theatre, the company is dedicated to using the classics as interdisciplinary teaching tools for artist training and arts education.

The Shakespeare Theatre of New Jersey is an equal opportunity employer committed to hiring, supporting, and promoting a diverse and inclusive workforce. Equal employment opportunities are available to all applicants without regard for race, color, religion, gender, gender identity or expression, sexual orientation, national origin, disability, age, veteran status, or any other characteristic protected by applicable law. Applicants from historically underrepresented groups in the industry are encouraged to apply.

March 31, 2025