



Bonnie J. Monte  
*Artistic Director*

**Position Title:** Box Office Sales Associates

**Department:** Box Office

**Classification:** As needed, Hourly, Non-exempt

**Reports to:** Box Office Manager or Director of Marketing, as appropriate.

**Location:** On-site

**Position Summary:**

The Shakespeare Theatre of New Jersey 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 Theatre Manager is a plus, but not required. Various daytime, evening, and weekend hours are required.

Position is a seasonal hourly part-time with the opportunity for full-time hours at a rate of \$15/HR. The season runs from May-December. Qualified candidates should submit cover letter, resume, and (3) three references to:

The Hiring Department  
The Shakespeare Theatre of New Jersey  
[Employment@shakespearenj.org](mailto:Employment@shakespearenj.org)

No phone calls, please.

***The Shakespeare Theatre of New Jersey has instituted a mandatory COVID-19 vaccination policy for all employees. Proof of vaccination must be provided before beginning work. All employees must agree to adhere to The Shakespeare Theatre of New Jersey's COVID Safety Plan.***

***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.***