

CIRCLE THEATRE 2025 BOX OFFICE INTERNSHIP

Each summer, Circle Theatre hosts an intern to assist with the PAC / Box Office activities and events. Circle Theatre interns are essential to the success of our summer programs and concert series and are welcomed by the whole Circle Theatre family.

Interns work in tandem with the PAC staff and fellow interns and can expect daily interactions with the Circle Theatre Executive Team.

BOX OFFICE INTERNSHIP The Box Office Intern is responsible for a variety of “front of house” tasks for our 5 main stage productions, 1 magic circle production and 4 concert series events. Tasks include but not limited to:

- Ticket and processing ticket orders over the phone, in person, and day of sales
- Processing contributions and donor responsibilities
- Front of House duties such as House Management, Concessions, Check-in, Lobby Bar and event management
- Volunteer Communication as needed
- Special Projects Assistance
- Hands on experience of day to day running of the Box Office, Performing Arts Center and Production Management

Qualifications:

- Excellent written and verbal communication skills
- Demonstrated organizational skills.
- Familiarity with a range of computer programs and office equipment
- Be able to digest new information quickly and apply it productively.
- Enjoy multitasking and creative problem-solving.
- Work comfortably and effectively in a highly collaborative environment.
- Must be a high school senior and above in age
- Experience or interest in learning how a theater/performance venue operates.
- Candidates must be efficient, responsible, professional, flexible, and thrive in a fast-paced, hardworking environment.
- Must have the ability to laugh, learn and have fun

Compensation: Internship can be completed for college credit or a weekly stipend. It is expected that the intern will work 20-25 hours per week. This position may continue through the school year at 10-15 hours per week.

How to Apply: Please send a cover letter and resume to Mary Jo Denolf at mjdenolf@circletheatre.org with the subject line “Box Office Intern.”

Applications are accepted thru March 18, 2025.