

# Job Description: Box Office Staff

## Zeitgeist Center for Arts and Community

### About Zeitgeist

Our mission is to practice the art of growing a healthy, connected community empowered to create and thrive.

[Zeitgeist](#) is a non profit arts and community development organization committed to growing and sustaining a community that is inclusive, diverse, creative and sustainable; a place where every individual can thrive. Working in partnership across the region, Zeitgeist connects like minded organizations and people to collaboratively create programs that make lasting change. Headquartered in downtown Duluth, MN in the Zeitgeist Arts Building, Zeitgeist is seeking a leader to help carry out our mission through our Zinema/Teatro

### Core Commitments

We have a unique approach to creating long term, positive change in our community. Zeitgeist is not defined by any one program or set of programs. Instead, we are defined by a set of core commitments aimed at shaping the long term character of our community.

1. Creativity - Creative expression, cultural representation, and the arts can help build new connections across the diversity of our society, and open up new opportunities for people to engage with their community.
2. Inclusivity - Zeitgeist belongs to the community, and our programming and operations proudly represent our entire community. Our work is about ensuring all members of our community live a thriving, connected, healthy life.
3. Sustainability - Zeitgeist's work should contribute to sustainable environmental, economic, and community practices.

### Zeitgeist Inclusivity Statement\*

- We value a culture of self-expression and support the rights of Indigenous people, LGBTQAI+ people, women, and people of color.
- We actively work to build social systems of equity and inclusivity while dismantling systems of oppression.
- We actively create spaces, built and unbuilt, that support all abilities.
- We support and engage in sustainable approaches to interacting with our shared land, air, and water.
- We acknowledge that we are located on land ceded by the Anishinaabe in the 1854 Treaty and that this land, historically and today, holds great significance for Indigenous peoples.

\*We expect this list to evolve and we expect to make mistakes. And to be honest, Zeitgeist does not represent our inclusivity, sustainability, or creativity goals. Nonetheless, we're committed to forward progress, and we're looking for applicants who see themselves as partners in this work.

**Job Purpose:** The Zeitgeist Zinema 2/Teatro box office staff maintains the daily box office operations.

### **Primary Duties & Responsibilities**

- Run concessions including ticket sales for programming
- Provide customers with movie and theater information
- Provide the utmost customer service ensuring a successful guest experience
- Stock daily inventory
- Update movie titles and showtimes
- Run basic tech for live performances
- Operate film projector
- Clean and maintain the areas of the theater including restrooms, lobby, and box office areas

### **The Ideal Candidate will be proficient in or capable of:**

- Ability to work with a flexible schedule
- Available to work days, nights and weekends, and all recognized holidays
- Ability to interact in a sensitive, professional and courteous manner
- Ability to work independently
- Ability to lift 30 pounds

### **Qualifications / Education / Experience:**

- Basic Math
- Basic Computer Knowledge
- Self-Motivation
- Cash Management
- Problem Solving
- Communications
- Customer Service

### **Key Performance Indicators:**

- A high level of customer satisfaction
- A clean theater environment
- Accurate daily cash reconciliation

### **Job Status & Salary**

This position is a part time employee of Zeitgeist. The starting hourly rate for this position is \$12/hr. Box office employees earn 1 hour of paid time off for every 50 hours worked. Employment with Zeitgeist will be on an at-will basis, which means you and the company are free to terminate the employment relationship at any time for any reason. As an employee of Zeitgeist, you are eligible for discounts in all of the building's spaces. Zeitgeist is an equal opportunity employer.

## To Apply

Please send via email to [stevie@zeitgeistarts.com](mailto:stevie@zeitgeistarts.com) the following application packet:

- CV or Resume, and
- Three professional references