



## Job Description: Box Office Staff Zeitgeist Center for Arts and Community

### Pay Rate:

- \$13.00/hour
- 1 hour PTO earned per 30 hours worked
- Access to Zeitgeist's 401k plan after 30 days of service, with a 3% employer contribution after 1 year of service & 1000 hours worked
- Employee discounts including one meal per shift, non-alcoholic beverages as appropriate, preview nights for comedy & theater shows, and free Zinema movies

### Job Status

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. Zeitgeist is an equal opportunity employer.

### To Apply

Please email a resume to Stevie Twining at [stevie@zeitgeistarts.com](mailto:stevie@zeitgeistarts.com) or find us on Indeed. Up to three professional references may be requested later in the interview process.

**Job Purpose:** The Box Office is responsible for creating a positive and inviting atmosphere for theater patrons. Box Office staff report to the Theater Manager and/or Theater Supervisor.

### Primary Duties & Responsibilities

- Run concessions including ticket sales for programming
- Provide customers with movie and theater information
- Provide quality customer service ensuring a successful guest experience
- 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
- Stock product and make popcorn

### 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

### Qualifications / Education / Experience:

- Basic Math
- Basic Computer Knowledge
- Self-Motivation
- Cash Management
- Problem Solving
- Communications
- Customer Service
- Projection experience - appreciated but not required

### **Key Performance Indicators:**

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

### **About Zeitgeist**

Our mission is to use the power of connection and creative expression to shape our vibrant and shared future. Zeitgeist is a non-profit arts and community development organization headquartered in downtown Duluth, MN, and committed to growing and sustaining a community that is inclusive, diverse, creative, and connected; 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.

### **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 currently 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.