



CITY OF LONE TREE



LONE TREE
ARTS CENTER

PART-TIME BOX OFFICE REPRESENTATIVE



The award-winning Lone Tree Arts Center is looking for a supportive, approachable, organized and team- oriented individual for the Box Office Representative for. The Box Office Representative is responsible for providing support for all ticketing functions at the Lone Tree Arts Center.

ABOUT THE ARTS CENTER

Owned and operated by the City of Lone Tree, the Lone Tree Arts Center is the premier cultural destination in the South Metro Denver area. Built by a citizen-approved bond in 2011, the Arts Center now serves over 50,000 people each year with a budget of \$3.2 million. The Arts Center's Main Stage, a 500-seat theater, hosts music, dance, and theater performances year-round. The flexible Event Hall space is an ideal hall for business meetings and small performances. The lobby serves as an art gallery, with four curated exhibitions each year. The Terrace Theater is home to Tunes on the Terrace, a popular outdoor summer concert series.



The motto of the Arts Center is something for everybody, and its programming reflects this, particularly with its community impact programs for toddlers, school-aged children, those with autism and developmental disabilities, people experiencing early memory loss, and seniors. The Arts Center's innovative sensory-friendly programming has become a national model for how to present performances to a population traditionally not welcomed in the theater.

The Arts Center is also home to the Lone Tree Arts Commission, which oversees the City's art in public places program, and curates lobby art exhibitions. Events for City residents are also produced by the Arts Center, including the City's beloved Independence Day Celebration.

The Arts Center has received numerous awards in its ten-year history, including four Henry Awards (Colorado's version of the Tonys) for its theatrical productions; the Denver Mayor's Award for Excellence in the Arts for pioneering sensory friendly arts programming; and the prestigious SCFD Rex Morgan Award for Innovation and Collaboration, also for its commitment to sensory friendly programming.



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The Box Office Representative works under the direction of the Box Office Manager. The duties include (but are not limited to);

- Provide superior customer service in all interactions with the public, including assisting patrons with ticket inquiries and purchases by phone or in-person.
- Assist Box Office Manager with various duties as assigned (e.g. building of events within the ticketing system, creation of ticketing reports, night of show supervision, etc.).
- In conjunction with all other front of house staff, ensure an extraordinary patron experience from first point of contact through the end of an event.

We value diversity and encourage qualified applicants from all backgrounds to apply.

We require enthusiastic dedication to excellent customer service, a passion for performing arts a plus.

All candidates must be able to work evenings and weekends.



REQUIREMENTS

- At least one year of box office experience with a combination of phone and walk-up sales strongly preferred.
- Experience working with an integrated ticketing and customer service management software system, CRM data reporting and usage preferred. (Spektrix preferred, but AudienceView, Paciolan, Tessitura, and other ticketing software programs also acceptable.)

*** Selected candidates must complete background check, including drug screen



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COMPENSATION & BENEFITS

- Salary of \$13.70 per hour
- Retirement through Colorado PERA with 14.2% contribution by City
- Deferred Compensation through voluntary 401(k) 457 plans
- EAP, Wellness Program

JOIN OUR TEAM

Please visit: [Box Office Representative](#) for the full job description and information on how to apply.
First Review of Resumes: **As Received**

*The most qualified candidates will be invited to interview with City staff. Candidates will be advised of the status of the recruitment following finalist selection. References will be contacted only following candidate approval
For more information, contact Human Resources at 303-708-1818 or email HR@cityoflonetree.com*

Our Vision

Lone Tree is a Premier Colorado Community connected by great neighborhoods, vibrant public spaces, a beautiful natural environment, and thriving businesses.

Our Mission

We will achieve Lone Tree's community vision by doing things the best way, not just the expected way.

Our 6 Big Ideas

- The City of Lone Tree will be a national model for:**
1. Our deep, active commitment to public safety.
 2. Our visionary transportation network.
 3. Building a great community known for exceptional places.
 4. Creating signature cultural and recreational opportunities.
 5. Attracting and growing top-tier businesses and a diverse economy.
 6. Our innovative, customer focused and efficient city government.