



Aurora Theatre, located in the heart of downtown Lawrenceville, Georgia, produces over 600 events and entertains 70,000 patrons each season. We have 4,500 season ticket holders and realistically anticipate 5,000 in our upcoming 2015-2016 season. We are able to produce this huge volume of programming due to a few BIG expectations: We dream big. We think fast. We work hard. We take blame. We share credit. We collaborate fully. And above all, we hold each other high.

**Aurora Theatre is currently seeking a part-time bilingual (Spanish-speaking) Box Office Associate to join our team.**

#### Essential Skills

- The ability to work in a team as well as using your own initiative
- Ability to work a flexible schedule which includes nights and weekends
- Excellent communication skills, both spoken and written
- Bilingual Spanish (primarily spoken, written a plus)
- Cash-handling experience
- A polite and professional manner when dealing with patrons and sponsors
- Ability to work in a hectic environment
- Ability to work calmly and efficiently in a high pressure environment
- Proficient computer skills (Microsoft Office, etc.)
- Good judgment and troubleshooting skills
- Experience working in and/or a passion for the arts

Aurora Theatre uses the Tessitura ticketing system and is willing to train the right individual.

This job is perfect for a college or high school student who needs an after school, night and weekend schedule, or a young adult looking to supplement their income.

If you feel you may be a good fit, please email a cover letter and resume to Box Office Manager EB Hooyer at [eb@auroratheatre.com](mailto:eb@auroratheatre.com).