



MARILYN RODMAN
PERFORMING
ARTS CENTER

Box Office Intern Scope of Work

Job Title: Box Office Intern

Job Description: Be an ambassador for the MRPAC by working in the MRPAC's Box Office! Support our team by selling tickets via our ticketing system, setting up shows in our system, returning phone calls and helping with administrative tasks. This position is mentored by our Executive and Artistic Directors, giving youth the incredible opportunity to gain valuable administrative, communication and business skills in arts administration.

Length: 5/hours a week based on schedule and availability.

Evenings and weekends will be needed based on show times.

Scope of Work:

- Answer and return phone calls with ticketing questions in our Box Office
- Answer email inquiries to the Box Office
- Welcome patrons to events and answer any ticketing questions
- Sell, exchange, refund tickets to shows
- Perform various office tasks as needed (making copies, organizing files, etc.).

Requirements:

- Must be between ages 14-18. Those who are under the age of 16 will need to obtain working papers from their school
- Those who have a high attention to detail are encouraged to apply
- Must be available to work nights and weekends.

Time Period: August 1, 2025 – July 31, 2026 (*with the opportunity to continue*)

Compensation: \$15.00/hr

Application Deadline: July 20, 2025

Interested applicants should submit their interest via email to CatherineM@mrpac.art and TomS@mrpac.art by July 20, 2025.

The email should include the following information:

Name:

Age:

Birthdate:

Grade as of 9/1/25:

School:

Reason for applying to be a Box Office Intern (3-5 sentences explaining interest in this opportunity). Anything else you would like us to know about you.