JOB OPENING
Box Office Associate, Orpheum Theatre
Upstate Films, mid-Hudson Valley, New York
Contact: Sophia Verbiscar, sophia@upstatefilms.org

Since 1972, Upstate Films, a 501(c)3 cultural presentation organization, has provided an ambitious schedule of film and educational programs for New York State's Mid-Hudson Valley. Upstate Films is headquartered at the beloved Starr Cinema in historic Rhinebeck, with additional screenings and live events across the river at the Orpheum Theatre in the Village of Saugerties and at our Upstate Midtown screening room in Kingston. We also produce off-site programs.

We are seeking enthusiastic new team members to work as Box Office Associates at the Orpheum Theatre. This is an in-person position that includes work on evenings and weekends. Our Box Office Associates are key members of our team, responsible for operating the theaters, including selling of tickets and concessions, ensuring great presentation of our programs and cleaning and maintaining our venues.

The Box Office Associate will work a minimum of 2-3 shifts per week, for a total of 15-25 hours per week. Shifts include evenings and weekends. Upstate Films is a fast-growing organization and we expect opportunities for advancement to emerge.

Please send a cover letter and resume to Sophia Verbiscar, Senior Manager: sophia@upstatefilms.org

Responsibilities will include

1. Regular box office shifts, providing outstanding customer service and sales to our patrons
2. Ensure quality presentation of each show, learning and then performing the basics of theater operations
3. Introduce films
4. Serve as steward of the venue, ensuring it is lovingly maintained
5. Help produce events, including lobby set-up and interfacing with audience members during Q&As and performances
4. Other duties as assigned

Compensation: Starting pay is $17/hour billed hourly

- Hours are tracked bi-weekly.
- Sick leave is calculated at one hour per 30 hours worked.
- Overtime must be prior approved and will be paid at $25.50 per hour.
- Holidays are paid at $25.50 per hour
- No other benefits currently offered. Upstate Films is growing towards offering improved compensation in the future.