

## **POSITION ANNOUNCEMENT: Box Office Manager**



The Alaska Center for the Performing Arts is inviting qualified applicants for a **full-time position as a Box Office Manager**. ACPA, Inc. is a non-profit organization founded to operate, promote and maintain a four-theatre complex which serves as a social and cultural meeting place for all Alaskan residents, the visiting public and performing arts presenters and producers. In addition, it promotes the artistic endeavors of all Alaska PAC users and presents special events which complement other activities and enrich our community.

*The successful candidate is responsible for cultivating a positive work environment, advancing superior customer service, managing all onsite window and call center operations, staffing ticket office during regular and event hours of operation, supervising ticket office staff and supporting the Director of Ticketing.*

Applicants need to submit a cover letter, resume and job application. Submissions without all three items will not receive a response.

Please apply in person at the Alaska Center for the Performing Arts, 621 West Sixth Avenue, Anchorage, AK 99501. Email submissions should be sent to [apply@alaskapac.org](mailto:apply@alaskapac.org) in PDF format with the job title in the subject line.

ACPA is an equal opportunity employer.