

Ticketing and Communications Assistant

JOE'S PUB, a program of the Public Theater, was named for Public Theater founder Joseph Papp. Since it opened in 1998, Joe's Pub has played a vital role in The Public's mission of supporting young artists while providing established artists with an intimate space to perform and develop new work. Joe's Pub presents the best in live music and performance nightly, continuing its commitment to diversity, production values, community, and artistic freedom.

Joe's Pub is looking for a part-time **Ticketing & Communications Assistant** to perform a range of ticketing, marketing, and press support activities to facilitate the efficient operation of the department.

Responsibilities:

- Build Production Detail Pages (PDPs) on the Joe's Pub website for each performance and edit/maintain daily
- Partner with Marketing Manager to create and send e-blasts using Wordfly
- Update audience post-show and ticket confirmation emails
- Schedule interviews, photoshoots, etc. for artists and Joe's Pub
- Book press ticket requests
- Collaborate with the Social Media team to assist in managing all Joe's Pub social media platforms
- Manage scheduling and other artist-facing administrative needs of commission and artist-development programs
- Send and update ticket counts

Qualifications:

- 1- 2 years of experience in customer service or administration is preferred
- Knowledge of programs within Microsoft Office Suite
- Strong written and verbal communication skills
- Highly organized, detail-oriented, systematic, strong time management skills, and work well in a team
- Interest and curiosity in local music and performing arts community
- Ability to work 20 hours a week from Monday to Friday (4 hours/day)
- Flexible schedule- higher volume days/weeks for vacation coverage
- Ability to provide coverage for night/weekend Performance Coordinator shifts when needed

Skills needed that will be trained:

- Tessitura ticketing and database management software
- EpiServer CMS website management platform
- Basic InDesign photo editing

**Training will be provided on the above software and platforms*

Salary:

Part-time schedule 20 hours per week Monday to Friday. Hourly rate is \$19.50

For consideration, please send your resume to jobs@publictheater.org

COVID-19 and Vaccination Policy:

- As a condition of employment, The Public will require all who report to work on site (either at The Public Theater or any other workspace or performing location) to receive the COVID-19 vaccine.
- The Public Theater Production Department is currently engaged in a combination of remote and in-person work. This position will begin work remotely but is expected to begin working in person during the 2021-2022 season.

The Public:

The Public is committed to creating a diverse and inclusive environment and is proud to be an equal opportunity employer. Applicants from populations underrepresented in the theater field are strongly encouraged to apply. All qualified applications will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, familial status, sexual orientation, national origin, ability, age, or veteran status. This is a non-exempt position, according to the Fair Labor Standards Act. Position is available immediately.