

Job Title: Part-Time Office Assistant

Employer: Sutter Street Theatre

Location: Folsom, CA

Job Overview:

Sutter Street Theatre is seeking a highly motivated, customer service oriented individual to join our team as a Part-Time Office Assistant. The ideal candidate will have excellent communication skills and a passion for the performing arts. As a key member of the box office team, the Office Assistant will be responsible for supporting the daily operations of the box office and assisting with light bookkeeping, ticketing and customer service.

Responsibilities:

Provide excellent customer service to patrons of the theater by assisting with ticket purchases and resolving any customer service issues

Process ticket sales through our ticketing system, including handling cash and credit card transactions

Respond to phone, email and in-person inquiries regarding ticket availability, seating, and show information

Assist with bookkeeping duties; accounts payable, accounts receivable, payroll via Quick Books.

Respond to customer inquiries and provide information on performances, subscriptions, and other special events

Provide support to CFO and team/management as needed

Requirements:

- Strong communication and interpersonal skills
- Ability to work in a fast-paced environment and handle multiple tasks simultaneously
- Ability to work independently and as part of a team
- Experience with QuickBooks Desktop Pro and/or Online software (A/P, A/R, Payroll, Reporting)
- Cash handling and basic mathematical skills
- Customer service experience is preferred

Please send your resume and salary requirements to admin@sutterstreettheatre.com