



## Roswell Recreation, Parks, Historic & Cultural Affairs Job Description: Roswell Summer Puppet Series Box Office Intern

**Location:**

Roswell Cultural Arts Center

**Status:**

Internship

**Schedule:**

June 4 – July 21 (7 weeks); Mondays, Tuesdays, Thursdays, and Saturdays: 9:00 - 11:30 am; Wednesdays and Fridays 9:00 am – 3:00 pm.

**Description:**

Primary tasks include acting as sales person in box office, assisting with group field trip sales, ensuring the safety of patrons during the puppet show, emptying the theatre following the show, assisting with Front of House Set-Up and Breakdown, and additional duties as assigned.

**Requirements:**

Demonstrated interest in the Performing Arts. ability to learn ticketing system software (previous experience a plus), and a working knowledge of Microsoft Word, Excel, and Google Docs required. Must be professional, energetic, responsible, and courteous and have the ability to multi-task and work as a member of a team. Must be 18 years of age or older.

**Pay:** There is an \$850 total stipend for this internship.

Applications are only accepted on-line at [www.roswellgov.com/employment](http://www.roswellgov.com/employment)

*The City of Roswell is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.*