



Policy Type: Governance

Created: 02/01/2011

Policy Title: Box Office Coordinator Duties

Revised: 04/20/2021

This Coordinator Position reports to the Front of House Director.

Box Office

- Process subscription and regular ticket orders, and distribute tickets.
- Maintain subscription mailing list and master seating plan.
- Attend, or provide a substitute, for all performances to sell tickets and assist patrons with orders, from one-hour prior to curtain until the show begins.
- Liaise with the Treasurer on financial matters.
- Be aware of the floor plan including obstructed seats.