Ticket Agent

Permanent-Part Time includes M-F 11-2 at least three days a week, and Saturday, 11-3. Schedule of dates of show nights would vary but times would be 5-8pm. Position to start ASAP.
Compensation: based on experience
Reports to: Executive Director

The Idaho Falls Arts Council (IFAC) is searching for a motivated, organized, and attentive individual to join our dedicated team. A qualified candidate would have excellent communication, computer skills, is community minded and comfortable in a variety of social settings.

With minimal supervision, perform job functions as assigned by management. Typical job responsibilities include:

- Primary contact during shift for all ticket inquiries via phone or in office.
- Print/process internet ticket sales per specific customer requests
- Answer phones, sell tickets, assist with in-office functions, as needed
- Attend and participate as needed in Arts Council functions, i.e. Sponsor Party, Gallery opening, etc.
- Be a positive reflection of the Arts Council at all public events where you are acting as a representative of the Arts Council.

Desired Qualifications:

- Strong phone and oral communication skills
- Computer skills
- Confident, humble, and attentive in social situations

Hours

- M-F, 11-2 at least three days a week, and Saturdays, 11-3. Schedule of dates of show nights would vary but times would be 5-8pm.

To apply, the candidate must submit a letter of application, resume, and 3 references to
info@idahofallsarts.org

The Idaho Falls Arts Council's mission, in cooperation with other arts organizations, is to educate our community and enrich its quality of life by promoting, advocating, and presenting a broad spectrum of visual and performing arts in eastern Idaho. The Idaho Falls Arts Council owns and operates the Colonial Theater, Carr and Hall Galleries, the WAC Artist Studios, and ARTitorium on Broadway, and provides administrative services for the Idaho Falls Civic Center.