

## **AGECROFT HALL AND GARDENS EMPLOYMENT ANNOUNCEMENT**

Agecroft Hall & Gardens is a 23-acre estate featuring a Tudor house originally built c. 1500 in England and transported to Richmond in 1925. Now a museum, the house is open to the public six days a week. In the summer, Agecroft works with Richmond Shakespeare (formerly known as Quill Theatre) to host the Richmond Shakespeare Festival. This year, performances will run Thursday-Sunday evenings from late May through late July. For more information on Agecroft Hall, go to [www.AgecroftHall.org](http://www.AgecroftHall.org) and for Richmond Shakespeare, go to [www.RichmondShakespeare.org](http://www.RichmondShakespeare.org).

**Position Title: BOX OFFICE STAFF for THE RICHMOND SHAKESPEARE FESTIVAL**

**Reports to:** Festival Manager

**Job Summary:** Over the course of the summer, Agecroft will welcome 3,000+ visitors to picnic on the grounds and enjoy a play in a theater set in the Outer Courtyard. The Box Office Staff is responsible for the smooth running of the front of house so that every night of the Richmond Shakespeare Festival runs smoothly from the moment the gates open for the public until the last people leave the premises. The Box Office Staff has primary responsibility for running the Box Office, overseeing concessions and managing front of house for Richmond Shakespeare's productions Thursday-Sunday evenings 5-11pm. She/He/They must work closely with Richmond Shakespeare's cast, crew and staff.

**Principle Duties and Responsibilities:**

Assist with the nightly operations of the Richmond Shakespeare Festival at Agecroft Hall & Gardens with special attention to the following duties:

1. Work with staff from both Agecroft and Richmond Shakespeare (including Security) to prepare for the Festival and ensure that the customer experience at the Festival is both safe and enjoyable.
2. Check in attendees, sell on-site tickets, assist with seating attendees, and any other front-of-house duties as needed. Help close down the Festival each night.
3. Set-up and run concessions stand. Track inventory so that snacks can be restocked when necessary.
4. Help install and deinstall stage. Participate in set strike.
5. Ensure smooth communication among Richmond Shakespeare cast/crew and Agecroft staff.
6. Assist Festival Manager with any chores related to weather-related delays/cancellations including communicating any change in plans to the audience and directing everyone to safe shelter.

**Job Specifications:** Relevant front-of-house theater experience and/or customer service experience preferred. Excellent interpersonal and communication skills required. Customer

service experience a plus. Strong work ethic. Ability to think on one's feet and problem solve in real time. Attention to detail. Ability to work well on a team as well as independently. Sense of humor.

**Working Conditions:** Working outdoors on summer evenings. Many evenings are hot and humid with a chance of rain. Position requires walking, sitting and occasional lifting of equipment weighing up to 30 pounds. Must pass a background check.

This is a part time, seasonal position running from mid-May to the end of July. The pay rate is \$13.00/hour.

Agecroft Hall & Gardens is an equal opportunity employer.

How to apply: Send a cover letter and resume to Ms. Emily Cunningham at [ecunningham@agecrofthall.com](mailto:ecunningham@agecrofthall.com).

Website: [www.agecrofthall.org](http://www.agecrofthall.org)