



SOUTH MILWAUKEE PERFORMING ARTS CENTER

901 15th Avenue • South Milwaukee, WI 53172

414-766-5049 • pacboxoffice@sdsdm.k12.wi.us • www.southmilwaukeepac.org

Title: Marketing & Box Office Intern

Timeframe: September – December or February - May
Minimum 8-10 hours/week

Overview: **Operate the box office and assist with developing marketing strategies and materials for the annual Performing Arts Series.**

The South Milwaukee Performing Arts Center (SMPAC) presents a professional performing arts series, student matinee series and free summer concert series. It is also home to many events for the School District of South Milwaukee and a rental facility for various community organizations.

Candidates must be available for occasional nights and/or weekend hours depending on performance schedules.

Job Description: Process telephone and walk-up ticket orders
Answer inquiries about the facility and performances
Write copy for programs and newsletters
Compose press releases
Create unique marketing strategies specific to performances and ideal audience
Implement resourceful styles of use of social media sites
Interact with patrons face-to-face during performances

Qualifications: Excellent customer service skills
Adept at cash handling and balancing a drawer
Superb presentation and written capabilities
Cashier/sales experience preferred
Creative optimist
Ability to work with little supervision or independently
Desire to implement innovative marketing strategies

To apply, please send resume, cover letter and references to:

Rebecca Ohm, Marketing & Communications Coordinator
South Milwaukee Performing Arts Center
901 15th Avenue
South Milwaukee, WI 53172
roh@sdsdm.k12.wi.us