Full-time Employee Position with Salary and Benefit Package:

Administrative and Box Office Manager
Beginning: November 30, 2026

About Tennessee Shakespeare Company
Founded in 2008, TSC is the Mid-South's professional, classical theatre, education, and training organization. TSC produces in all three areas year-round in its own facility at 7590 Trinity Road, throughout the Memphis area, and the southeastern United States. It employs all of the performing arts unions and brings artists in from all over North America to perform and tour. TSC performs, teaches, and works in its 18,000 sq/ft facility with an operating budget of nearly $1,000,000.

About the position
Reporting to the Producing Artistic Director, Facility Manager, and Communications Manager, the Administrative and Box Office Manager will manage the daily administrative office, answer incoming calls and greet the public coming through the doors, handle all incoming correspondence to the company, provide administrative assistance to the staff, provide donor correspondence management, make annual playbill ad appeal, handle purchase and cash transactions in coordination with the bookkeeper, provide regular Quickbooks assistance to the bookkeeper, tour and contract with prospective facility rentors, sell show tickets, manage the tix.com ticking system, and be the face of the company for all guests to the theatre.

They will provide seamless coordination, outstanding organization, very good written communication and grammar skills, sharp attention to detail and accuracy, professional appearance, and on-time precision to the position. The physical location of the position is on public view and just inside the facility's front doors.

The first week of employment will include on-the-job training from the outgoing Manager.

Specific and Additional Responsibilities
- Ensuring proper unlocking/locking and arming/disarming of facility as needed.
- Administrating of acknowledgment correspondence and filing for donors.
- Monitoring office supplies and a 'to purchase' list for supplies, including all printed goods.
- Troubleshooting any phone, internet, or printer problems and provide administrative assistant duties.
- Liaisoning with any vendors or contractors as related to office needs.
- Managing merchandise inventory, sales, and records.
- Ensuring the office is clean and orderly.
- Managing Tix.com to reflect current tickets available for few remaining season events.
- Taking day-to-day sales and questions from the general public.
- Overseeing specific duties as may arise from administration of Gala.
- Setting up and breaking down and supervising any on-site box office, including training any needed volunteers.
- Providing accurate, daily Box Office reporting during productions.

- Providing in-person Box Office management for select night-of/weekend performances.
- Providing research, assistance, facility tours, contract negotiations to Facilities Manager/prospective renters regarding facility rentals.
- Overseeing annual ad sales campaign for playbill/website.
- Providing accurate accounting for basic payables/receivables in Quickbooks/handling of checks.

About the Successful Candidate and Salary

- Candidate must have a working automobile, valid driver's license, and auto insurance.
- Candidate must be willing to handle flexible hours, including occasional work on nights and weekends during production.
- Candidate will be skilled in customer service relations.
- The TSC employee currently in this position has offered to provide training in May and part of June.
- This position is full-time, 40 hours per week, based on 9:00 am – 5:00 pm plus pre-show and performances.
- Experience in the arts, and/or not-for-profit organizations, and/or in box office sales are significant advantages.
- Salary/Benefits: This is an employment contract with an annual salary of $40,000 and providing health/dental insurance beginning upon satisfactory performance review following a three-month trial period. The position offers ten paid Personal Days, plus most major holidays, are provided with supervisor's approval (not annually rolled over).

Next Actions

- Qualified applicants should send a cover letter outlining interest, experience, and potential fit for the position along with a resume that includes a history of not-for-profit or commercial office administration success, and two professional references to Dan McCleary, Producing Artistic Director, at danmccleary@tnshakespeare.org.
- No phone calls, please. We thank all applicants for their interest; only those selected for an interview will be contacted.

Tennessee Shakespeare Company is an Equal Opportunity/Access Employer and does not discriminate on the basis of race, ancestry, national origin, color, religion, gender, age, marital status, sexual orientation, disability, or veteran status. Only qualified candidates need apply.