



Position: **Box Office Associate**
Status: Non-exempt, hourly, part-time position
Reports to: Patron Services Manager
Location: Performing Arts Houston, Houston TX
Salary: \$18/hour
To Apply: Submit resume and email identifying interest to:
employment@performingartshouston.org
Posted: Open until filled

Performing Arts Houston is an equal opportunity employer – we value diversity. All are encouraged to apply. Strong candidates will work in alignment with Performing Arts Houston's [Mission and Values](#)

Box Office Associate will be responsible for providing excellent customer service to ticket buyers at performances presented by Performing Arts Houston, including walk-up sales, will-call pickup, and resolving patron ticketing requests, as well as administrative support during office hours. Box Office Associates interact directly with Performing Arts Houston patrons. The best suited individuals are friendly and courteous, appreciate live arts, and enjoy interacting with the public. This position involves training on, and use of, the Spektrix sales interface. The work schedule will be based on Performing Arts Houston's upcoming performances. Most performances occur in the Theater District, at Jones Hall for the Performing Arts and the Wortham Center.

Specific Responsibilities:

- Attend to ticket sales, Will Call distribution, and patrons requests at Performing Arts Houston performances, using Spektrix ticketing system.
- Provide additional limited administrative support during office hours, not to exceed an average of 20 total work hours per week (including performances). Admin responsibilities to include data management, phone support, preparation for performances, and more. Office hours to be coordinated in advance.
- Work with Performing Arts Houston staff to provide the highest level of customer service.
- Resolve patron concerns and requests in a timely, courteous, and informed manner.
- Maintain knowledge of shows currently available to patrons.
- Understand and relate purchasing policies to patrons.
- Collect and record complete and accurate data from patrons.
- Ability to work weekday and weekend evenings. The full performance schedule is provided below.
- Assist with VIP experiences as needed.
- Perform other duties as required.

Current Performance Work Schedule (subject to change)

Essential Skills/Qualifications:

- Excellent interpersonal communication skills and an authentic interest in interacting with the public.
- Ability to maintain a high level of professionalism in all circumstances.
- Experience in customer service is a plus, as is prior experience with Point-of-Sale systems.
- Good attention to detail.
- Passion for and/or experience in the performing arts is a plus.

[We've announced our 25/26 Season!](#) There's a lot to look forward to.

Date/s	Hours Needed	Artist
Tuesday, June 10, 2025	4:30 PM - 8:30 PM	On Dissonance – Eldorado Ballroom Houston
Wednesday, June 11, 2025	4:30 PM - 8:30 PM	Type of Guest – Eldorado Ballroom Houston
Thursday, June 12, 2025	4:30 PM - 8:30 PM	An Evening with Tan France
Saturday, June 14, 2025	4:30 PM - 8:30 PM	Paper in My Shoe – Eldorado Ballroom Houston
Sunday, June 15, 2025	3:30 PM - 7:30 PM	Glory to Glory – Eldorado Ballroom Houston
Friday, June 20, 2025	4:30 PM - 8:30 PM	Go Slow – Eldorado Ballroom Houston
Thursday, June 26, 2025	4:30 PM - 8:30 PM	Les Ballets Trockadero de Monte Carlo
Friday, June 27, 2025	4:30 PM - 8:30 PM	Les Ballets Trockadero de Monte Carlo
Friday, August 22, 2025	4:00 PM - 8:00 PM	Mariachi Festival
Saturday, August 23, 2025	4:00 PM - 8:00 PM	Mariachi Festival
Sunday, August 24, 2025	12:00 PM - 4:00 PM	Mariachi Festival
Sunday, September 14, 2025	4:30 PM - 8:30 PM	Jeff Goldblum & The Mildred Snitzer Orchestra
Saturday, October 4, 2025	4:30 PM - 8:30 PM	2025 Van Cliburn Gold Medalist
Wednesday, October 8, 2025	4:30 PM - 8:30 PM	An Evening with Samin Nosrat
Saturday, October 18, 2025	4:30 PM - 8:30 PM	Mokoomba
Monday, October 20, 2025	4:30 PM - 8:30 PM	An Evening with Jane Fonda
Tuesday, October 21, 2025	4:30 PM - 8:30 PM	Lila Downs: Dia de los Muertos
Friday, October 24, 2025	4:30 PM - 8:30 PM	TwoSet Violin
Tuesday, November 4, 2025	4:30 PM - 8:30 PM	An Evening with David Sedaris
Wednesday November 12, 2025	4:30 PM - 8:30 PM	Mariza
Friday November 14, 2025	4:30 PM - 8:30 PM	Step Afrika
Saturday November 15, 2025	11:00 AM - 3:00PM	Step Afrika
	4:30 PM - 8:30 PM	Step Afrika
Friday November 21, 2025	4:30 PM - 8:30 PM	Hung Dance: Birdy
Saturday, November 22, 2025	4:30 PM - 8:30 PM	Hung Dance: Birdy
Friday, December 12, 2025	4:30 PM - 8:30 PM	A Time For Three Holiday
Tuesday, December 23, 2025	1:00 PM - 5:00 PM	Cirque Dreams Holidaze
	5:00 PM - 9:00 PM	Cirque Dreams Holidaze
Wednesday, December 24, 2025	8:00 AM - 12:00 PM	Cirque Dreams Holidaze
	12:00 PM - 4:00 PM	Cirque Dreams Holidaze
Friday, January 16, 2026	4:30 PM - 8:30 PM	Ballet Hispanico
Saturday, January 17, 2026	4:30 PM - 8:30 PM	Ballet Hispanico
Thursday, January 22, 2026	4:30 PM - 8:30 PM	Chris Thile
Thursday, January 29, 2026	4:30 PM - 8:30 PM	Blade Runner Live
Saturday, January 31, 2026	8:00 AM - 12:00 PM	Gazillion Bubble Show
	12:00 PM - 4:00 PM	Gazillion Bubble Show
Sunday, February 1, 2026	10:00 AM - 2:00 PM	Gazillion Bubble Show
Thursday, February 26, 2026	4:30 PM - 8:30 PM	Mnozil Brass: Strau\$\$
Thursday, March 5, 2026	4:30 PM - 8:30 PM	Alexander Malofeev
Friday, March 6, 2026	4:30 PM - 8:30 PM	Alvin Ailey American Dance Theater
Saturday, March 7, 2026	11:00 AM - 3:00 PM	Alvin Ailey American Dance Theater
	4:30 PM - 8:30 PM	Alvin Ailey American Dance Theater
Sunday, March 8, 2026	12:00 PM - 4:00 PM	Alvin Ailey American Dance Theater
Thursday, March 12, 2026	4:30 PM - 8:30 PM	Mrs. Krishnan's Party

Friday, March 13, 2026	4:30 PM - 8:30 PM	Mrs. Krishnan's Party
Saturday, March 14, 2026	11:00 AM - 3:00 PM	Mrs. Krishnan's Party
	4:30 PM - 8:30 PM	Mrs. Krishnan's Party
Saturday, March 14, 2026	4:30 PM - 8:30 PM	Lúnasa
Sunday, March 15, 2026	11:00 AM - 3:00 PM	Mrs. Krishnan's Party
Tuesday, March 17, 2026	4:30 PM - 8:30 PM	Mrs. Krishnan's Party
Wednesday, March 18, 2026	4:30 PM - 8:30 PM	Mrs. Krishnan's Party
Thursday, March 19, 2026	4:30 PM - 8:30 PM	Mrs. Krishnan's Party
Friday, March 20, 2026	4:30 PM - 8:30 PM	Mrs. Krishnan's Party
Friday, March 20, 2026	4:30 PM - 8:30 PM	New/Now
Saturday, March 21, 2026	11:00 AM - 3:00 PM	Mrs. Krishnan's Party
	4:30 PM - 8:30 PM	Mrs. Krishnan's Party
Saturday, March 21, 2026	4:30 PM - 8:30 PM	New/Now
Sunday, March 22, 2026	11:00 AM - 3:00 PM	Mrs. Krishnan's Party
Tuesday, April 7, 2026	4:30 PM - 8:30 PM	Blue Man Group
Wednesday, April 8, 2026	4:30 PM - 8:30 PM	Blue Man Group
Thursday, April 9, 2026	4:30 PM - 8:30 PM	Blue Man Group
Friday, April 10, 2026	4:30 PM - 8:30 PM	Blue Man Group
Saturday, April 11, 2026	11:00 AM - 3:00 PM	Blue Man Group
	4:30 PM - 8:30 PM	Blue Man Group
Sunday, April 12, 2026	10:00 AM - 2:00 PM	Blue Man Group
	3:30 PM - 7:30 PM	Blue Man Group
Thursday, April 16, 2026	4:30 PM - 8:30 PM	Neil deGrasse Tyson
Friday, May 1, 2026	4:30 PM - 8:30 PM	Rhiannon Giddens
Thursday, May 7, 2026	4:30 PM - 8:30 PM	Cameron Carpenter
Friday, June 12, 2026	4:30 PM - 8:30 PM	Ballers Jazz Montreal
Saturday, June 13, 2026	4:30 PM - 8:30 PM	Ballers Jazz Montreal
Friday, June 19, 2026	4:30 PM - 8:30 PM	Riverdance
Saturday, June 20, 2026	11:00 AM - 3:00 PM	Riverdance
	4:30 PM - 8:30 PM	Riverdance
Sunday, June 21, 2026	10:00 AM - 2:00 PM	Riverdance
	3:30 PM - 7:30 PM	Riverdance

Performing Arts Houston seeks to become a mirror for the cultures and creativity of our city, and a window to the wider world of live performing arts. For 55 years, we've presented remarkable experiences in Houston's theaters and venues.

How to Apply:

A cover letter is required for consideration for this position and should be attached as the first page of your resume. The cover letter should address your specific interest in the position and outline skills and experience that directly relate to this position. Applications will be accepted through email to **employment@performingarthouston.org**

Potential employees must pass a background check and provide proof of COVID vaccination and booster.

Performing Arts Houston Provides:

Approximately 8 hours of training prior to the first performance shift. Theater District parking for scheduled shifts provided by company. Associate to receive special ticket offers to select performances.