



Richard Hopkins
Producing Artistic Director

floridastudiotheatre.org/work-with-us/careers

JOB DESCRIPTION

CONTACT: Timothy L'Ecuyer
Casting and Hiring Coordinator
(941) 366 – 9017 ext. 330

tlecuyer@floridastudiotheatre.org

Updated: 4/21/2026 TL

Assistant Box Office Manager

Florida Studio Theatre, a professional LORT D regional theatre in Sarasota, FL is seeking an Assistant Box Office Manager for its 5-theatre complex.

Job Responsibilities Include:

- Ticket sales
- Communication and enforcement of ticketing policies
- Daily analysis of ticket sales
- Constant communication with other departments
- Opening and closing the box office
- Creating and managing holds
- Reconciling box office receipts
- Hiring, training, scheduling, and supervision of Front of House staff, including but not limited to Box Office, House Managers, Concessions and parking
- House Management

Job Qualifications:

- Excellent communication skills
- Positive and outgoing personality
- The ability to work in a fast-paced environment
- The ability to provide prompt, reliable, and detail oriented customer service
- Excellent computer skills
- Availability to work days, evening, and/or weekends
- Ability to work well independently and to manage, train, and motivate others
- Minimum of two years management experience strongly preferred
- Knowledge of the Tessitura system is preferred

Job Type: Full-Time (Exempt) Permanent

Reports to: Box Office Manager

Compensation: \$38,000 - \$43,000 per year plus benefits (see below)

Anticipated Start Date / Hiring Timeline: Applications reviewed on a rolling basis. The position is open until filled. Ideal start in early May 2026.

Benefits for Full Time Staff: Health Insurance (including optional vision and dental) after two months, 401k with Employer match after one year, complimentary tickets, restaurant discount, paid vacation/PTO, paid holidays, paid parental leave, and more.

To Apply: Submit resume, cover letter, and contact information for three references at <https://www.cognitoforms.com/FloridaStudioTheatre1/FloridaStudioTheatreHiring>

Florida Studio Theatre is working towards becoming a more inclusive and accessible organization. FST is thus committed to developing a work environment that is reflective of the diverse world that it serves. Applicants from all populations and underrepresented groups are strongly encouraged to apply. Consideration for employment will be given to all applicants without regard to race/ethnicity, gender identity/sexual orientation, age or ability.

FST operates five stages, the 173 seat Keating Theatre, the 237 seat Gompertz Theatre, the 109 seat Goldstein Cabaret Theatre, the 110 seat John C. Court Cabaret Theatre and the 100 seat Bowne's Lab Theatre.

For more information, visit our website at www.floridastudiotheatre.org