



## **Patron Services Assistant**

MCT, Inc. (Missoula Community Theatre and Missoula Children's Theatre) is seeking a part-time to potentially full-time Patron Services Assistant for ticket sales and customer service.

Patron Services employees are part of the Marketing Department and are the first people that patrons and visitors interact with when they call or visit MCT. This department plays an integral role in creating a positive experience for patrons.

Required skills include excellent customer service, communication skills and phone etiquette, the ability to multi-task, attention to detail, ability to make financial transactions, and proficiency in Windows based computer programs.

Preferred skills include experience working in a CRM system, strong writing ability, and appreciation for the performing arts. The successful candidate will be detail-oriented, responsible, mature, punctual, and a team player. Some evenings and weekends required, hours to be determined.

Please email resume, letter of interest, and [application](#) to Victoria Larson: [vlarson@MCTinc.org](mailto:vlarson@MCTinc.org)

Position will remain open until filled. ***No phone calls please.***

*MCT is an Equal Opportunity Employer committed to equity, diversity, inclusion and justice in our organization and our community, and thus we seek a broad spectrum of employees. We strongly encourage and welcome applicants who are Black, Indigenous or People of Color, as well as those who are from other underrepresented communities.*