#### We're Hiring! Join the Heart of the Arts in Modesto

Position: Administrative Assistant / Box Office

**Location:** The State Theatre of Modesto **Schedule:** Part-Time | Up to 28 hours/week

**Pay:** \$18–\$22/hour

# Love film, live music, and community events? Want to be part of something that makes a difference?

The **State Theatre of Modesto** is looking for an enthusiastic, organized, and customer-focused **Administrative Assistant/Box Office** team member to help us deliver unforgettable experiences to our patrons. This is more than a job — it's a front-row seat to the arts and culture that bring Modesto to life.

### **About Us:**

The State Theatre isn't just a building — it's a historic hub of creativity and community. Home to **The State**, **The Jewel**, and **Intermission Lounge**, we host films, concerts, private events, and more — all driven by a mission to uplift and unite through the arts.

#### What You'll Do:

As part of our front-of-house and admin team, you'll:

- Greet guests and provide top-tier customer service
- Manage ticket sales and oversee box office staff
- Update our website and membership database
- Process donations and send thank-you letters
- Assist with event scheduling, rentals, and marketing materials
- Handle basic accounting data entry and vendor communications
- Keep our email and donor lists up to date
- Help create promotional posters and flyers
- Keep operations running smoothly behind the scenes

## What We're Looking For:

- Friendly and professional with a love for the arts
- Comfortable with basic office software and web tools
- Organized, detail-oriented, and able to juggle multiple tasks
- Customer service experience a big plus
- Bonus: Experience with ticketing systems or graphic design

## Why You'll Love Working Here:

- Fun, creative environment in the heart of downtown Modesto
- Flexible part-time hours
- Be part of a passionate team making a difference in the community
- · Access to incredible events, films, and live performances

# Ready to Apply?

Send your application, resume, and a short intro telling us why you're a great fit to:

f info@thestate.org

Don't wait — apply now and help us keep the magic alive at The State Theatre!