

## Job Advertisement

Ballhaus Ost is seeking a person to work on a mini-job basis **starting June 1, 2026**, to fulfill a **ticket and drink sales position**.

We are looking for a reliable person with an open and friendly approach who would particularly enjoy interacting with our audience. This position is also available as a student job, however, this is not a requirement.

Your main **tasks** will include:

- Selling tickets at the box office and beverages at the Ballhaus Ost bar, including accounting for revenue
- Responsibility for arranging the box office area, foyer, and bar area (organizing promotional materials and posters, furniture, and bar surfaces and equipment, with special attention to cleanliness and hygiene)
- Recording and organizing inventory, including order management
- Supporting the team in managing special events such as premieres or festivals
- Participating in regular team meetings and training sessions

We are looking for the following **skills & knowledge**:

- Strong communication and teamwork skills
- A sense of responsibility, reliability, punctuality, and attention to detail — also when under time pressure
- Self-motivation, initiative, and flexibility
- Willingness to work primarily in the evenings and on weekends
- Knowledge of operating digital point-of-sale systems
- Knowledge of hygiene and safety standards in the hospitality and events sectors
- If applicable, experience working in or coordinating front-of-house operations at cultural institutions or in the hospitality sector
- Interest in contemporary theater forms, particularly in the independent performing arts
- Good German and English language skills
- Appreciation of and sensitivity toward diversity

What we offer:

- A creative, open, and artistic work environment
- A small, passionate, and dedicated team (approx. 15 employees) that supports Ballhaus Ost and each other in solidarity
- Flexibility in scheduling and an understanding of the need to balance care work and a career
- A part-time position with an average weekly work schedule of 8 hours

We aim to reflect the diversity of our urban community within our team and foster encounters between people with different backgrounds, interests, and perspectives. We therefore expressly encourage FLINTA\* individuals and those who have experienced discrimination to apply.

We give preference to applications from people with severe disabilities or other limitations when qualifications are equal. We would appreciate a brief note in your application or via the email address provided below.

# Ballhaus Ost

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ballhausost.de

The position advertised here involves some barriers. For example, many rooms at Ballhaus Ost are only accessible via stairs. However, we would like to find the best possible solution for the workplace, tailored to your individual needs. If you require barrier-free access, please contact us so that we can discuss possible options together.

Please submit your application, including a resume in table format and a brief cover letter, **by May 6, 2026**, in a single PDF file via email only to **[info@ballhausost.de](mailto:info@ballhausost.de)**. Interviews are expected to take place from May 11–15, 2026. Unfortunately, we are unable to reimburse any expenses incurred during the application process.

Contact for questions and further information:

**Sami René Salim | Daniel Schrader**

Ballhaus Ost e. V.

Pappelallee 15

10437 Berlin

**[info@ballhausost.de](mailto:info@ballhausost.de)**

More information about Ballhaus Ost and your program can be found at **[www.ballhausost.de](http://www.ballhausost.de)**.