



**Part-time Box Office Associate
Mobile Symphony, Inc.**

JOB DESCRIPTION

Box Office Duties – Provide front of line customer service and perform all duties regarding ticket sales operations:

- Sells tickets by phone and in-person at box office
- Provides concert day front of house customer service
- Answers phones and transfers calls
- Balances and closes daily tills
- Assigns complimentary musician tickets
- Reprints tickets as needed
- Assists Box Office Manager in resolving ticketing issues at Will Call
- Sells merchandise
- Assists with volunteer duties as needed including
 - Scanning patron tickets at theatre entrance
 - Seating patrons
- Assists with setting up the MSO member lounge
- Responsible for opening and closing the ticketing office each day

REQUIREMENTS - The qualified applicant should possess:

- Basic knowledge of Theatre Manager, ticketing software, Microsoft Word and Excel a plus.
- An understanding and appreciation for the work of the organization
- Strong written and verbal skills
- Ability to interact professionally with patrons
- Excellent interpersonal and phone skills
- An aptitude for learning new technologies quickly
- Ability to handle confidential information
- Available for night and weekend work, concert weekends are required
- Ability to occasionally move objects weighing 20-30 pounds

To APPLY:

Send cover letter and resume to jobs@mobilesymphony.org

