

2019 Box Office Assistant

Turn your passion for music and the arts into a seasonal position at Big Top Chautauqua as a Box Office Assistant. Big Top Chautauqua is a performing arts venue presenting 60+ concerts each year including international headliners, regional talent, and original productions all in the heart of the beautiful Northwoods nestled near the shores of Lake Superior. We are looking for energetic, lighthearted and music-loving team members for our summer box office. Your main responsibility as Box Office Assistant is aiding patron's in the purchase of tickets over the phone, in person, and as support for online ticket sales. You may be working from the main office in Washburn, the Bayfield box office, or at the big blue tent grounds just south of Bayfield. This position is directly under the supervision of the Box Office Manager and is seasonal running from May to mid-September. You can expect your weekly schedule to range from 20-40 hours per week including weekend and evenings; at an hourly wage of \$8.00-\$9.00 depending on experience and skillset.

Other responsibilities for this position include providing answers to patron's general informational questions, keeping display cases and counters clean and organized, and supporting Big Top Gift Shop merchandise sales. You are an ideal candidate for this exciting summer position if you have engaging customer service and welcoming communication skills. You will be working within a ticketing software program and conducting financial transactions making good keyboarding and data entry skills in a Windows based environment a must.

Application available for download at <https://www.bigtop.org/jobs>

Or send cover letter and resume to: Laura@bigtop.org (email preferred)

Or mail to

Big Top Chautauqua

Attn: Laura

P.O. Box 455

Washburn, WI 54891