
Summer 2020 – 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. The key responsibility of the Box Office Assistant is aiding patrons in the purchase of tickets over the phone, in person, and online ticket sales support. Box Office Assistants may work from one or more of our box office locations: Main box office in Washburn, Bayfield box office, or at the big blue tent grounds just south of Bayfield.

The Box Office Assistant works directly under the supervision of the Box Office Manager. The position is seasonal running from May to mid-September. Weekly schedules range from 20-40 hours per week; including weekend and evenings; hourly wage based on experience and skillset.

Additional responsibilities include customer service, providing answers to patron's general informational questions, keeping display cases and counters clean and organized, and supporting Big Top Gift Shop merchandise sales.

The ideal candidate for this exciting summer position has engaging customer service and welcoming communication skills. The Box Office Assistant will be working within a ticketing software program and conducting financial transactions; keyboarding and data entry skills in a Windows-based environment are required.

Apply

For inquiries or to apply, please download the application found at bigtop.org/jobs

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

Or mail to:

Big Top Chautauqua

Attn: Laura

PO Box 455

Washburn, WI 54891