
Summer 2022 | Box Office & Gate Attendant

Turn your passion for music and the arts into a seasonal position at Big Top Chautauqua as a **Box Office & Gate Attendant**.

Big Top is hiring a number of energetic, lighthearted and music-loving team members for our box office and entrance gate during the 2022 season. Box Office & Gate Attendants work in our main box office in Bayfield and/or at the Big Blue Tent grounds just south of Bayfield. The Box Office & Gate Attendants work directly under the supervision of the Box Office Manager. The ideal candidate for this summer position has engaging customer service and welcoming communication skills. The Box Office & Gate Attendant will be answering phones and working within a ticketing software program and conducting financial transactions. Keyboarding and data entry skills in a Windows-based environment are required.

- Work sites: Box office south of Bayfield and entrance gate to tent venue located at Mt. Ashwabay
- Seasonal positions from Mid-May to mid-September
- Weekly schedules typically range from 20-40 hours per week.
 - Includes weekend and evenings
- Hourly wage \$10 - \$15 dependent on experience.
- Customer Service (phone/in-person)
 - Assist patrons in the purchase of tickets over the phone, in person at the main box office and/or at the venue entrance gate
 - Online ticket sales support
- Gift Shop retail sales – operate a POS and handle financial transactions
- Box Office and Gift Shop stocking and tidiness
- Additional duties as requested by Box Office Manager

Apply

For inquiries or to apply, please download the application found at bigtop.org/jobs
Or provide a cover letter and resume send to: Info@bigtop.org (email preferred)

Or mail to:

Big Top Chautauqua Attn: Vennessa
PO Box 455
Washburn, WI 54891

Every effort will be made to keep our employees, patrons and artists safe; our safety protocols aligning with CDC guidelines must be followed.