

Box Office Associate Job Posting

Jazz St. Louis is seeking a part-time box office associate to work 15-25 hours per week, Monday through Sunday with nights and weekends. Ideal candidates will have excellent people skills, an ability to work well under pressure, and have some experience in a box office or other customer service-related field. These positions report to the Box Office Manager.

Position

Box Office Associate

Compensation

\$10/hour

Hours

Part-time, flexible

Duties

- Staff Box Office: sell tickets in-person and greet arrivals at The Harold & Dorothy Steward Center for Jazz
- Answer incoming calls to both the box office and administrative office
- Sell single tickets to all Jazz St. Louis events by phone
- Assist customers with internet ticket purchases
- Sell tickets, act as will call, and provide customer service during performances
- Data entry
- Assist with database clean up and maintenance
- Other duties as assigned by Box Office Manager

Qualifications

- 1 to 2 years customer service experience preferred
- Professional demeanor with excellent telephone etiquette
- Excellent written and oral communication
- Ability to multi-task
- Willingness to develop a basic understanding of jazz and jazz artists

To Apply

Interested candidates should submit their resume and cover letter via email to Adam Stefo, Box Office Manager, at adam@jazzstl.org.

No phone calls please.

Jazz St. Louis is an Equal Opportunity Employer.