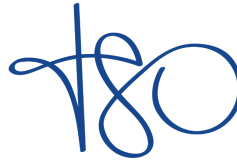


**Tallahassee Symphony Orchestra**  
**Season 2023-2024**  
**Box Office Staff**



TALLAHASSEE  
SYMPHONY ORCHESTRA  
Your Capital City Orchestra.  
*Darko Butorac, Music Director & Conductor*

The Tallahassee Symphony Orchestra (TSO) seeks Box Office Staff to assist with customer service and ticketing at our 23-24 concerts and events. As a TSO staff member, you become a part of a team of hard-working professionals who are committed to the ongoing success of the organization, and, more importantly, the art form of orchestral music.

The TSO is among the best regional orchestras of its kind in the country, largely because it is populated with the exceptional faculty, students, and graduates of Florida State University and Florida Agricultural and Mechanical University. In the 2023-2024 season, the TSO offers an 18-event concert season that includes 5 Classics concerts, 4 Holiday performances, 3 Young People's concerts, our 8th annual Spooktacular, 2nd annual Freedom's Eve Emancipation Concert, Harry Potter and the Sorcerer's Stone in Concert, and a special concert with Opening Nights.

The TSO staff is held to an exceptional standard to provide the best service to our valuable patrons and sponsors. The TSO Box Office Staff are expected to mirror this standard, and will:

- Provide exceptional customer service to all TSO patrons
- Maintain a calm, polite, and professional manner in a variety of situations
- Sell tickets via phone and in-person at the TSO Office and concert venue
- Process ticket exchanges for patrons unable to attend a concert
- Answer questions regarding performance content and ticket policies
- Set up and break down box office stations at each concert
- Assist other TSO staff as needed

Concerts and events are listed below:

- Friday, September 8, 2023
- Friday, October 13, 2023
- Friday, December 8, 2023
- Saturday, December 9, 2023
- Sunday, December 10, 2023
- Saturday, January 20, 2024
- Sunday, January 21, 2024
- Saturday, February 17, 2024
- Saturday, March 23, 2024
- Saturday, May 4, 2024

Compensation is \$15/hour at the TSO Office and \$18/hour at the Concert Venue. This is a part-time, hourly non-exempt position.

To apply, please send a cover letter and resume to Katie Conway at [kconway@tallahassee-symphony.org](mailto:kconway@tallahassee-symphony.org) by the end of the day on Friday, August 18.